

## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | Artistic Director   |
| <b>REPORTS TO:</b>     | Chair, Orbost Exhibition Centre Committee of Management                               |
| <b>DATE:</b>           | 1 February 2024   |
| <b>LOCATION:</b>       | Orbost Exhibition Centre, 8 Clarke St, Orbost   |
| <b>TIME FRACTION:</b>  | 0.25 FTE (10 hours/week) Part time, fixed-term contract (to 31 December 2024)         |
| <b>SALARY:</b>         | \$28-\$37.50/hour plus 11% Superannuation (Negotiable based on skills and experience) |

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### **ABOUT THE OEC**

The Orbost Exhibition Centre (OEC) delivers an ongoing arts program that nurtures regional creativity and presents Wood Design, Visual Arts and Performing Arts to Orbost, surrounding communities and visitors to the Far East Gippsland area. The OEC is a community-run facility governed by a Committee of Management (CoM) that currently receives no ongoing funding.

### **THE ROLE**

The purpose of the role is to actively curate the ongoing arts and culture program at the OEC. In a resource-poor environment, this will include building partnerships, monitoring community and visitor needs and opportunities. It will also require design, creation and delivery of arts programs including events, exhibitions and performances from across the arts and culture spectrum, as aligned with the OEC's Mission and Values. The Artistic Director will work with the committee to deliver the Strategic and Business Plans, with the objectives of increasing the OEC's impact and financial sustainability concurrently, and becoming an attractive, professional regional centre for the arts.

This role has one existing direct report (Admin Support Officer) with the potential of additional casual roles being added as the team develops.

### **RESPONSIBILITIES & DUTIES**

1. Stakeholder & Partnership Engagement
    - a. Establish and nurture relationships with local artists, community organisations, government and tourism stakeholders, and other arts and culture bodies and institutions.
    - b. Collaborate with the committee, volunteers, members and broader community to ensure that the gallery reflects and serves the diverse interests and perspectives of the local population.
    - c. Identify and support emerging and local artists through mentorship programs, residencies, and collaborative projects.
    - d. Attract noteworthy exhibitions and events that put Orbost and the OEC on the map, provide experiences to our community members usually out of reach geographically, generate tourism visitation and expand the OEC's professional reputation, audience and reach as an important regional arts and culture facility.
  
  2. Annual Arts & Culture Program
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- a. Curate and plan a diverse range of exhibitions, performances, and events that showcase local, emerging, visiting and established artists across various mediums (ensuring there is a strong pipeline of both visual and performance arts events and programs available). The program must appeal to a broad audience (age, location and interests) and integrate revenue generation to support the ongoing work of the OEC.
  - b. Coordinate and oversee the planning and execution of gallery openings, performance events, and other associated activities such as workshops, tours, artist talks, performances, and other cultural events.
  - c. Lead the team to ensure smooth logistics for events, effective promotion, and a positive experience for attendees.
  - d. Foster an environment that encourages artistic experimentation, innovation, and the development of new work while maintaining a welcoming space for more traditional mediums, especially wood design.
  - e. Oversee the day-to-day operations of the gallery and performance space.
  - f. Manage budgetary considerations for exhibitions, events, and overall gallery operations including budget forecasting, monitoring, reporting and acquittal.
3. Management
    - a. Manage a small team of staff with limited resources.
    - b. Work collaboratively with the committee and volunteers.
4. Administration
    - a. Manage email and phone communications.
    - b. Build a reputation of consistent, efficient and timely response to customers for the OEC.
    - c. Support the opening of the OEC for the maximum number of days possible per week with the support of volunteers.
    - d. Ability to use Google Workplace Suite and Microsoft Office Suite.
    - e. Lead promotion and marketing of OEC and events.
    - f. Support venue management for events as needed.
    - g. Support volunteer management and training as needed.
    - h. Support shop management, customer service and sales as needed.
5. Data & Reporting
    - a. Provide a written report to the OEC CoM monthly, a minimum of one week before the monthly CoM meeting. Attend monthly meetings as required, on invitation.
    - b. Understand and implement Workplace Health and Safety (WH&S) policies and procedures. Actively identify and work with the CoM to improve WH&S
    - c. Raise reportable WH&S, maintenance and any other issues/opportunities with the CoM in the appropriate and/or statutory timeframes.
    - d. Support the OEC CoM to identify and embed collection of data about visitation numbers, programs and impact of the OEC in-line with privacy legislation.
    - e. Risk monitoring and reporting.

### **PERSONAL QUALITIES**

1. Ability to balance working within a volunteer and resource-poor team, providing leadership and support.
2. Ability to work independently, without immediate on-site supervision.
3. Ability to identify decision-making limitations, summarise information and provide recommendations for decisions and manage outcomes through the CoM.

4. Understanding of CoM-led organisations, including decision-making processes, transparency and accountability.
5. A dedication to delivering customer-focussed experiences through personable, timely communication.
6. Provide a solutions-focussed approach to identifying and solving problems as they arise, identifying how to involve others and communicate outcomes as needed.
7. A commitment to organisation and information sharing.
8. Strong computer skills and capacity to work in cloud-based online environments.

## **KEY SELECTION CRITERIA**

### **Required**

1. Excellent communication and leadership skills.
2. Proven experience in curating exhibitions and/or programming cultural events.
3. Strong connections within the arts community and a passion for community engagement - preferably at both local and broader levels.
4. Experience in public facility management, including budget oversight and staff coordination.
5. Demonstrated ability to develop strong, mutually-beneficial relationships with stakeholders across the public, private and not-for-profit sectors.
6. Willingness and demonstrated ability to work across google, microsoft, Xero and Wix online software.

### **Desirable**

1. Qualification in art, arts management, tourism, business or a related field.
2. Ability to think creatively, strategically, and adapt to changing industry and community landscapes.
3. Demonstrated experience working within small teams and managing a volunteer team to achieve outcomes.
4. Understanding of legislation, requirements and best-practice processes around Committee of Management/Incorporated Association governance and service delivery.
5. Credentials:
  - a. Working with Children Check,
  - b. Responsible Service of Alcohol
  - c. First Aid/CPR
  - d. or willingness to obtain

## **PERFORMANCE REVIEW PERIOD**

Performance review every 3 months.

Probationary period 3 months.

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| <b>Approved By:</b>      | Committee, 13 February 2024 meeting |
| <b>Next Review Date:</b> | February 2025                       |