



Position Description

Castlemaine Art Museum Gallery Manager

Full Time

Two-year contract position.

Package: \$85k negotiable salary pa, plus 9.5% superannuation, four weeks annual leave

Location: Castlemaine Art Museum, Castlemaine Victoria.

Responsible to: Chair of the Board of Castlemaine Art Museum.

About Castlemaine Art Museum

Founded in 1913, the Castlemaine Art Museum (CAM) has a unique permanent collection of Australian art ranging from the late 1800s to contemporary, and historical artefacts reflecting the early history of the district. The art deco building, dating from 1931 with several extensions since then, is a work of art itself, with purpose-built galleries. CAM is fully accredited by Museums Australia, governed by private trustees and managed by a subscriber-elected Board. CAM receives funding from State and local government and has a long tradition of support from private benefactors, regional communities, artists and patrons.

Primary Objective

The Gallery Manager is a new role at CAM. The successful applicant will manage the collection and program development and delivery, oversee day-to-day operations, and assist in the implementation of CAM's strategic plan. The position is responsible for ensuring CAM's financial sustainability, including through fundraising, and is responsible for marketing and developing CAM's profile. The Gallery Manager will develop new and nurture existing relationships with donors, partners, government, volunteers, members, artists, and other key stakeholders within the local and wider regional community. The role offers an exciting opportunity to be part of CAM's revitalisation, with an emphasis on both community engagement and financial sustainability.

Key Responsibilities

- Provide strategic planning, advice, policy and reporting to the CAM Board to ensure that an innovative and engaging curatorial and exhibitions program is offered that meets the needs of target audiences and CAM stakeholders.
- Manage CAM within the adopted budget parameters, including the controlling, monitoring and administering of all income and expenditure in areas of responsibility, and identification of revenue raising opportunities and external funding sources and sponsorship.
- Recruit and manage both paid and volunteer staff members
- Manage the care, storage, cataloguing and conservation requirements of CAM's permanent collection and oversee the maintenance of the building
- Develop and maintain professional networks and partnerships with external stakeholders including project partners, other cultural organisations, community groups, artists, students, volunteers and researchers.
- Coordinate the marketing and promotion of CAM facilities, exhibitions and programs
- Maintain and promote EEO, cultural diversity, OH&S and ethical principles and practices.

Selection Criteria

Essential:

- Tertiary qualifications in relevant field, including arts management, curatorial studies, art history, and curatorial experience
- Demonstrated experience in strategic collection development, management and conservation.
- Highly developed leadership and people management skills
- Excellent interpersonal, persuasive, and oral and written communication skills with the ability to achieve buy-in from colleagues and to negotiate, advise and counsel to achieve agreed outcomes.
- High level analytical and planning skills as well as demonstrated experience in project and event management, budget development, sponsorship and grant applications.
- Ability to interact effectively with people from different cultures and backgrounds, and a sound understanding of Occupational Health Safety (OHS) practises to ensure OHS system compliance.

Questions

Please contact either Jacqueline Millner 0400 000 808 or Chris McAuliffe 0497 043 826.

Apply

Please email your application to camboard1718@gmail.com by Friday 16 November 2018.

