

## **CASTLEMAINE ART MUSEUM**

### **GENERAL MANAGER**

#### **POSITION DESCRIPTION**

<b>Title:</b>	General Manager, Castlemaine Art Museum (CAM)
<b>Position Status:</b>	The position is 0.8 position with a two-year contract
<b>Reports to:</b>	Director CAM Renewal
<b>Direct Reports:</b>	Front of House Manager, Assistant Gallery Manager
<b>Key relationships:</b>	Book-keeper, Auditor, IT service provider, Treasurer, Secretary, Chair of the Board,

#### **CASTLEMAINE ART MUSEUM**

The Castlemaine Art Museum (CAM) connects people through art, history, place and ideas. CAM strives to be bold in its curation and interpretation of historical and contemporary art, creating exhibitions that bring art and objects from the present and past into conversation in order to spark new connections, reflections and ideas.

CAM is a company limited by guarantee and is administered in the public interest to collect, preserve and display works of art, to present their history and background and provide community enrichment. Founded in 1913, CAM is located in a building designed in the Art Deco, Neo-classical style and recognised by the National Trust as an exceptional building and one of the earliest examples of the 'modern movement' in regional Victoria.

CAM has one of the most important regional Victorian art collections including major and significant works from the 19<sup>th</sup> and 20<sup>th</sup> centuries, along with more recent modern and contemporary artists, with a constant theme of being contemporary for its time. The Museum holds social history items including documents, photographs, costumes, decorative objects.

CAM has a particular focus on the artists and art of Central Victoria and the creation of opportunities for participation through innovative, intergenerational, inclusive programs. CAM is committed to First Nations and local involvement at all levels of the organisation.

#### **Values**

- Open and responsive
- Lively and inclusive
- Bold and professional

#### **POSITION PURPOSE**

The Director CAM Renewal (the Director) and the General Manager will comprise CAM's leadership team. The General Manager will be primarily responsible for assisting the

Director and the CAM Board to achieve organisational and financial sustainability, and to manage the facilities and infrastructure development, in consultation with the Director.

The General Manager will support the Director in the creation and realisation of an outstanding program of exhibitions, public programs and the care and development of CAM's collection.

Together, the leadership team will collaborate to achieve an integrated strategic approach to the artistic and organisational development of CAM. The leadership team will work to nurture a creative, nimble, values based organisational culture, facilitating staff and volunteer development. They will aim to foster resonant connections with the community and artists and build a vibrant and sustainable future.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Artistic Program**

- Support the Director in the realisation of CAM's exhibition program, public and education programs and the management of the collection by ensuring that appropriate policies, plans, exhibition budgets are in place

### **Governance**

- Provide executive support to the Director and the Board of CAM
- Work with the Chair of the Board & the Secretary to coordinate Board and Committee agendas, papers, and with the Treasurer to prepare and interpret financial reports for presentation to the Finance & Risk Committee
- Keep Board Members informed in relation to their key areas of responsibility and support Board committees as required
- Attend Board Meetings and report on areas of responsibility, as required

### **Strategic Planning**

- Contribute to the continuing development of strategic and business plans, the implementation and monitoring of those plans and report to the Director and the Board on progress against the strategic goals

### **Financial Management**

- Develop annual budget proposals in consultation with the Director and the Treasurer, for presentation to the Finance and Risk Committee for review and endorsement and to the Board for approval
- Oversee financial services and reporting and manage and monitor annual budgets with a view to ensuring financial targets are realised
- Develop and present financial reports to the Director and the Finance & Risk Committee
- Manage the delivery of financial policies and procedures to ensure that the organisation meets auditing and legal requirements

- Establish strategies for income generation through activities and retail opportunities

### **Financial Sustainability and Fundraising**

- Assist the Director in the development of policy and strategies to promote income generation through government grants, philanthropic and private donations and partnerships in consultation with the CAM Fundraising Committee
- Assist the Director in the preparation of funding applications and proposals for support for government funding authorities, philanthropic trusts and foundations, corporate and education partners and individual donors
- Ensure systems and data collection protocols are maintained for timely and accurate reporting and funding acquittals and ensure that all funding requirements are met
- Manage Deductible Gift Recipient (DGR) status

### **Policy Development**

- Develop policies and procedures to support the effective and efficient management and operations of CAM, liaising with the Governance Committee of the Board

### **Staffing and People**

- Model ethical leadership, mentor and foster professional development opportunities for staff and volunteers
- Develop and implement personnel policies in line with organisational responsibilities and facilitate regular reviews of policies
- Develop employment contracts, supervise recruitment and ensure that appropriate procedures are in place
- Monitor and review administrative systems related to HR procedures and manage remuneration for all staff
- Conduct annual performance reviews for direct reports

### **Occupational Health and Safety**

- Ensure that mandatory occupational health and safety standards and legislative compliance are met
- Ensure that the organisation is covered by insurance policies including property, public liability, directors liability, and volunteers insurance

### **Front of House**

- Oversee the continuous development of a welcoming environment and a positive and connected audience, participant and stakeholder experience
- Oversee a volunteer program that builds community and offers volunteers and opportunity for development

- Supervise the effective, profitable running of the Front of House retail outlet, working with the Director to ensure that items offered to the public, support and augment the artistic goals and integrity of CAM

### **Communications, Marketing and Audience Development**

- Develop and implement a Strategic Marketing Plan that is congruent with CAM's artistic program in consultation with the Director
- Establish and implement audience development initiatives with a view to growing the CAM community, diversifying audiences and building lasting connections
- Develop strategic partnerships to promote CAM's artistic and public programs
- Supervise marketing and publicity initiatives

### **Stakeholder Relationships**

- Represent CAM to external stakeholders, develop and enhance stakeholder networks
- Engage in positive and respectful relationships with all internal and external stakeholders including Board Members, colleagues, funding bodies, philanthropists, donors, members, attendees and participants
- Model behaviour that is consistent with CAM's values and promote these values to all stakeholders

### **Facilities and Infrastructure**

- Oversee the development of policies and procedures for building maintenance in conjunction with heritage requirements
- Develop and implement a staged capital equipment replacement plan and oversee the implementation of that plan
- Work towards the future development of the CAM building in consultation with the Director and the Board in order to achieve enhanced facilities and strategic goals

### **Systems**

- Ensure that CAM has appropriate, cost effective and efficient business systems and infrastructure in place

### **Legal and Compliance**

- Ensure that CAM's legal and reporting obligations are met and reviewed
- Review and negotiate contracts and ensure that contractual obligations are met
- Brief the Director and members of the Board on any matters that may arise

## **Risk Management**

- Ensure that CAM has a Risk Management Plan aligned with strategic and financial goals, that is regularly reviewed and where risk mitigation strategies are clearly articulated and implemented

## **KEY SELECTION CRITERIA**

### **Skills, Personal Competencies and Qualities**

- Integrity, optimism and capacity to embrace the values of CAM
- Interest in and commitment to the arts
- Tertiary qualifications and/or relevant professional experience and expertise in finance, governance and operations of an arts or not-for-profit organisation
- Excellent oral and written communications, negotiation and interpersonal skills
- Experience in strategic planning, policy development and project management
- Financial literacy and management track record
- Knowledge of arts funding bodies and ability in fundraising and stakeholder relations
- Commitment to audience experience and development
- Experience in working collaboratively and positively with colleagues
- Capacity for multi-tasking

## **ADDITIONAL INFORMATION**

- Salary: For a 0.8 position \$78,840 per annum TEP (based on 0.8 of a salary package of full time \$98,550 which \$90,000 + 9.5% superannuation)
- An appreciation of regional contexts is welcomed
- Applications are encouraged from arts administrators based in Central Victoria
- Some out of office hours of work will be required for representing CAM at exhibition openings and other stakeholder events
- The successful applicant will be subject to a 4-month probationary period
- The successful applicant will be based at CAM, although some flexibility may be agreed
- Days of the working week will be negotiable

## **APPLICATIONS**

Applications should be forwarded to Naomi Cass, Director CAM Renewal

Applications should include a cover letter, curriculum vitae, a short statement addressing each of the key selection criteria and contact details of three referees.

Inquiries may be made to Naomi Cass, email: [naomicass@castlemainegallery.com](mailto:naomicass@castlemainegallery.com)

Applications close 9 October 2020.

Castlemaine Art Museum acknowledges the Dja Dja Wurrung as the Traditional Owners of the country on which CAM stands, recognising continuing connection to land, waters and culture. CAM pays respects to Dja Dja Wurrung Elders, past, present and emerging and to other Aboriginal and Torres Strait Islander people living within our region.