

POSITION DESCRIPTION

Position Title:	Director – Visual Arts
Award/Level:	PP&VA Performance Based Contract – Level 10
Department:	Penrith Regional Gallery, PP&VA Executive
Type:	Full time – 3 year contract

Position Purpose

A motivated and experienced team leader, the Director – Visual Arts is responsible for visual arts programming across PP&VA, in particular all aspects of the artistic program at the Penrith Regional Gallery, Home of the Lewers Bequest in order to deliver audience growth, artform pathways and to increase positive public impact.

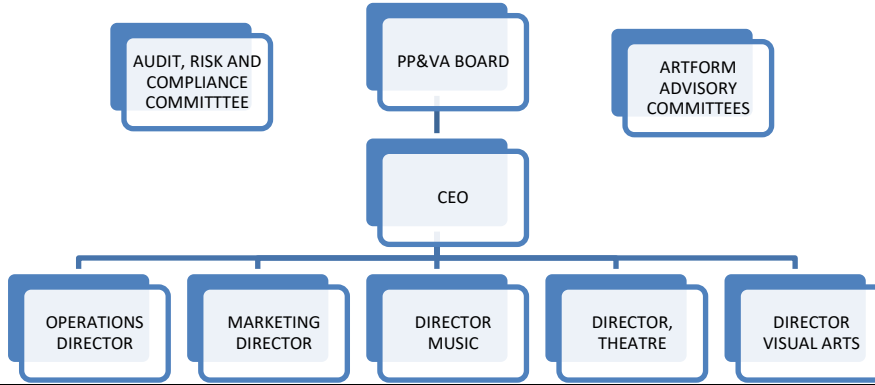
Reporting to the CEO, Penrith Performing & Visual Arts and with expertise required across curatorial, collection and exhibition development the Director is an experienced manager with a sound understanding of facility and visitor experience, deal brokering, education and public programming. This position is suited to an experienced all round visual arts manager with creative flair, excellent project management and delegation skills and broad industry networks.

A strategic thinker, this role contributes to, and is an integral part of, the PP&VA executive leadership team. The role manages and leads a team of staff and contractors across curators, installers, coordinators, artists and tutors to achieve cohesive results for community and the Company in line with the Strategic Plan.

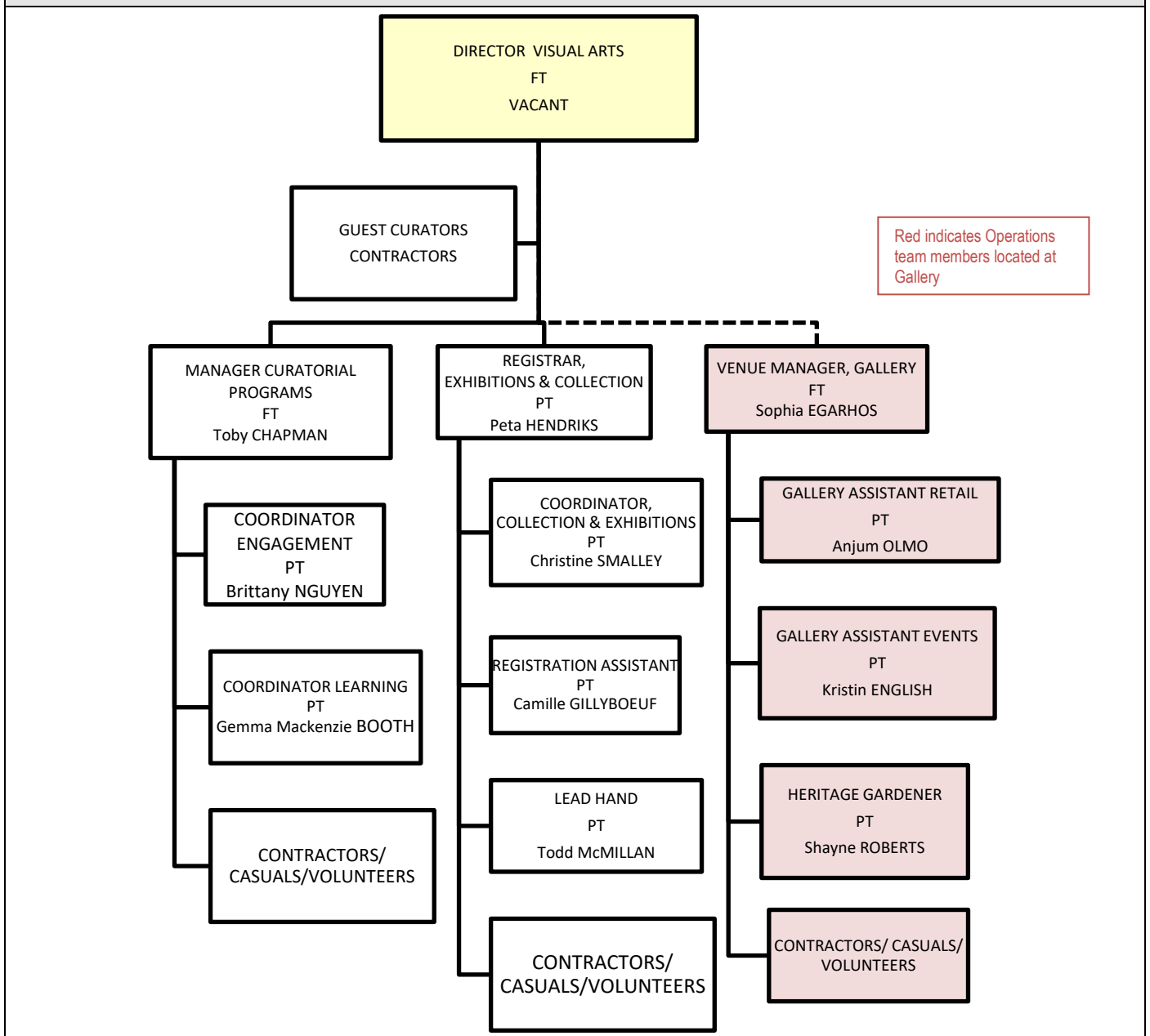
Key Specific Functional Responsibilities	Key Generic Functional Responsibilities
<ul style="list-style-type: none"> • Provide strategic, procedural and policy expertise to portfolio teams, senior management team and Board with a view to drive artistic, education, community and cultural growth • Manage and allocate resources across Curatorial and Registration teams to deliver vibrant programming of exceptional artistic standard to exceed community expectations • Ensure Venue Service, Curatorial and Registration teams work closely to deliver excellence in visitor experience • Lead and mentor department members for continual improvement of specific functional performance • Ensure all business reporting is thorough, accurate and timely • Manage relationships with regular and strategic organizational partners, contractors, curators, and artists • Develop participation across venues and visual arts programs including café and site • Maximise opportunities for offsite and cross site visual arts programming. 	<ul style="list-style-type: none"> • Management and Leadership • Strategy and partnerships • People Management • Financial Management • Corporate Governance • Exhibition Planning • Customer Service • Collection Management • Manage Work Health and Safety and Injury Management

PP&VA POSITION DESCRIPTION – DIRECTOR VISUAL ARTS

Operational Structure



Department Structure



Key Specific Functional Responsibilities
<p>1. PROGRAMMING</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Leads and implements visual arts programming in line with the current PP&VA Strategic Plan and in accordance with policies and agreed priorities. • Delivers programs of quality and relevance that demonstrate an extensive understanding of contemporary visual arts and cultural practice; and a pragmatic and practical understanding of site specificity including history and heritage considerations, local context, funding criteria and financial constraints. • Ensures programs are balanced, are of quality and diversity across touring, self-curated, guest curated, partner developed and across artistic disciplines with a balance between collection derived, commissioned, solo and group shows. • Works closely with the CEO, Executive, Operations and Marketing teams to ensure effective delivery of programs that actively build community engagement, artistic pathways and public and sector awareness of the Gallery and visual arts practice: <ul style="list-style-type: none"> ○ Delivers a stimulating annual exhibition program to budget, achieving audience and artistic targets; ○ Ensures development and delivery of off-site, outreach and visual arts programs at The Joan and online; ○ Ensures ongoing Collection development, Learning and Engagement frameworks and programs as central to artistic program <p>Performance Measures</p> <ul style="list-style-type: none"> • Links are created and enhanced across program aspects to benefit of participants • Increased quality programming delivered through exemplary entrepreneurship, partnerships and proactive agreements with artists, curators and touring agencies • Program is delivered of agreed quality, within set timeframes and budget parameters • Positive audience/stakeholder (Board, artist, student, partners and patrons) feedback is regularly obtained.
<p>2. STRATEGY AND LEADERSHIP</p> <p>Major Actions</p> <ol style="list-style-type: none"> 3. Leads input into PP&VA Strategic Planning on behalf of Gallery and the visual arts; and delivery thereunder 4. Develops and maintains sector, business and local networks to benefit PPP&VA through partnerships and projects 5. Works with the CEO and Board to develop philanthropic support for the visual arts 6. In so doing, leads the development of a PP&VA Visual Arts Strategy demonstrating an advanced understanding of: <ul style="list-style-type: none"> ▪ visual arts curation, ▪ exhibition development, ▪ collection management; ▪ local heritage site significance and ▪ visitor engagement. 7. Works closely with the Executive Leadership Team to deliver holistic and consistent PP&VA strategies for artistic delivery, and workplace 8. Understands and responds to the Conservation Management Plan in developing site specific programming and visitor experience and capital plans 9. Supports the Visual Arts committee and Friends of the Gallery in meaningful community advisory and support roles <p>Performance Measures</p> <ul style="list-style-type: none"> • Effective and relevant plans for growth and development of visual arts practice and participation • Effective and functional internal and external professional relationships • Effective community input through programs and structures • Iterative refinement of visual arts related policies and frameworks

Key Specific Functional Responsibilities
<p>2. ENGAGEMENT</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Ensure frameworks and strategies are applied to program development and implementation to ensure effective engagement across demographic segments, formal and informal lifelong learning and including pathways for artist development. • Ensure Exhibition, Collection and site-specific programs are linked with educational opportunities with appropriate curriculum linkages and school engagement opportunities • Deliver considered proposals for extending the reach of programs with a view to equity and access within the local demographic; and continued artistic excellence. • Work with Operations to ensure that all team members including volunteers continue to demonstrate commitment to excellent customer service and a highly developed understanding of customer service principles. <p>Performance Measures</p> <ul style="list-style-type: none"> • Accurate and innovative analysis and reporting on audience matters, participation and attendance including repeat engagement • Ongoing increases in reach, depth of engagement and audience number and type • Improved understanding of audiences in relation to programs and demonstrated ability to adapt to information received • Growth in student numbers and standard educational resources with a high level of satisfaction across opportunities • Growth in breadth and depth of opportunities and resource materials • Ongoing positive feedback
<p>3. MANAGEMENT</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Lead and manage the staff overseeing the development and implementation of all visual arts planning: Collection management, exhibition and engagement planning in line with Strategic Plan and Artistic Policies • Deliver regular data and reporting including monthly reporting, grant applications, project proposals and acquittals to a high level of timeliness and accuracy and in accordance with delegated authority • Utilise research, analysis and evaluation of information and well-developed judgement and problem-solving skills to deliver continuous program improvement • Drive the development and delivery of content creation across platforms based on program delivery and excellence in documentation practice. • Support the CEO and Board in development of fundraising planning and delivery • Ensure accurate financial processes within team across budgeting, procurement and reconciliation demonstrating ability to effectively coordinate and manage various organisational units and budgets to ensure the effective use of Visual Arts resources. • Employ excellent human resource management skills including mediation, negotiation, interpersonal and communication skills with an ability to motivate and supervise staff to be an effective team leader and team member. • Work closely with the management of Café at Lewers to ensure an integrated visitor offer and site experience. <p>Performance Measures</p> <ul style="list-style-type: none"> • Team satisfaction and delivery levels maintained within safe and productive positive limits • Visibly high level of cross-departmental cooperation • Regular, documented and effective performance feedback to departmental members • Continual improvement in visitor and stakeholder feedback • Timeliness, accuracy and depth of data analysis, documentation and reporting • Accuracy of budgeting and financial reconciliations maintained or improved. • Extension and satisfaction of partnerships and community support

NB: All shaded Key Result Areas are compulsory for every Position Description

Key Generic Functional Responsibilities

1. Management and Leadership

Major Actions

- Ensure the implementation of PP&VA’s resolutions, policies and decisions
- Provide leadership and coordinate operations and performance
- Develop and maintain an appropriate Departmental structure that satisfies PP&VA requirements
- Provide organisational leadership and support
- Develop and maintain Service Plans for all assigned functions

Performance Measures

- Linkages between the Delivery Program, organisation’s resolutions, policies and decisions, and the responsibilities of relevant groups and individuals are established
- Staff receive the required information, consistent with their competencies and operational plans, and are both empowered and accountable for the implementation of resolutions, policies and decisions delegated to them
- Departmental outcomes reflect an established environment of motivation and staff development
- Staff performance and professional competence is continuously improved
- Business processes, product delivery and customer service are continuously improved
- Positive role modeling, effective communication and consultative decision making result in workplace change being embraced and resourced
- Service Specifications / Business Plans are current and accurate

2. People Management

Major Actions

- Undertake human resource planning
- Ensure practices provide for a discrimination free work place
- Provide career development opportunities
- Manage the performance of individuals

Performance Measures

- Departmental HR needs are determined and regularly reviewed within the current and anticipated business needs and budget
- Existing competencies of staff are compared with the business needs and alternatives to staffing needs and utilisation are developed
- EEO initiatives are developed and documented
- Appropriate action is taken if EEO breaches occur
- Equal access is established and implemented through training and opportunities
- Positive performance management processes are applied equitability to all staff
- All Departmental Employee Performance Planning and Reviews (EPPR) are completed and forwarded to CEO within designated timeframe
- Staff are encouraged to improve their work performance through regular feedback and self evaluation
- Staff are given the opportunity to take on challenges through task variety, task sharing and career development opportunities
- Grievance procedures are managed according to policy and procedure, and optimise the likelihood of positive outcomes

Key Generic Functional Responsibilities

3. Financial Management

Major Actions

- Determine and report on financial implications of Policy and Procedure development
- Prepare and manage Departmental budget
- Analyse budget data, and identify and report on trends
- Manage PP&VA’s assets held and Programs delivered

Performance Measures

- Revenue, expenditure and capital investment proposals are developed through consultative processes and take account of past experience, present trends and future expectations
- Realistic cost benefit and risk analyses/management plans are incorporated into all financial and artistic programming proposals
- Performance measures and tactics for monitoring financial processes and artistic and community outcomes are identified for each proposal
- Budget proposals comply with the organisations values, policies, code of conduct, legal, artistic and ethical requirements and priorities
- Budget is developed and presented within designated timeframe
- Financial and cultural implications from policy development, legislative changes and investment proposals are documented and reported
- Financial and artistic documentation maintains accountability for expenditure of public monies
- The CEO is advised of variances outside 5%
- Identify, monitor and report on influences on expenditure and revenue
- PP&VA’s assets are maintained and utilised to maximise effective operations

4. Corporate Governance

Major Actions

- Contribute to promoting a culture within the organisation that ensures adherence to Corporate Governance guidelines and principles
- Keep-abreast of development and trends in the arts industry, all 3 levels of government and business
- Provide assistance to the CEO and Board/Council delegate in case of an alleged breach of PP&VA’s Code of Conduct

Performance Measures

- Standards of probity are developed and implemented covering the following:
 - Anti-discrimination
 - Principles of social justice
 - A quadruple bottom line (QBL) approach to decision-making, systems, processes and operations
 - Codes of conduct
 - Grievance, dispute, dismissal procedures
 - Protected disclosures
 - Complaints handling procedures
 - Privacy/confidentiality
 - Management of risk
 - Fraud control
 - Internal control and reporting
 - Work health and safety
 - Equal employment opportunity
- Breaches of acceptable standards are dealt with using established guidelines
- Keep abreast of contemporary issues raised by either Fair Work Australia, key arts industry bodies, ICAC, the NSW Ombudsman or other Government Agency
- No adverse comments are received with the level of assistance provided to the CEO and Board/Council delegate

Key Generic Functional Responsibilities
<p>5. Performance Planning</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Accountable for delivery of the assigned service activities, actions and budgets in the Delivery Program • Contribute to the development, implementation, reporting and achievement of the Strategic and Business Plans and other plans and reports as required by the CEO, the PP&VA Board and key funding agencies. <p>Performance Measures</p> <ul style="list-style-type: none"> • Complete all organisational performance reporting requirements (monthly and six monthly review reports, Annual Report and Acquittal reports) • Deliver service activities, actions and budget assigned in the Artistic Delivery Program • Level of staff satisfaction with their involvement in and understanding of the Artistic Delivery Program • Initiatives which increase opportunities for PP&VA are developed and documented • Delivery of Plans and Reports as per agreed specification and timetable • Activities and priorities are met • Systems are established and managed which constantly evaluate and improve services provided • Services developed are both contemporary in nature and provide a strategically sound reference for the future
<p>6. Corporate Planning and Review</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Contribute to the development, implementation, reporting and achievement of the strategic Plan, Artistic Delivery Program and other plans and reports as required by the General Manager, the PP&VA and Local Government Act and Regulations <p>Performance Measures</p> <ul style="list-style-type: none"> • Complete all organisational performance reporting requirements (quarterly reports, six monthly reports, Annual Report and End of Term Report) • Deliver service activities, actions and budget assigned in the Delivery Program
<p>7. Work Health and Safety (WHS) and Injury Management (IM)</p> <p>Major Actions</p> <ul style="list-style-type: none"> • Communicate WHS and IM policies • Attend training as required and ensure completion of training by supervised staff • Manage the procedural development and implementation of risk assessments and ensure they are reviewed in line with designated timeframes • Manage implementation and use of risk control measures • Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff <p>Performance Measures</p> <ul style="list-style-type: none"> • WHS and IM policies and procedures are effectively communicated to all employees, contractors and volunteers and visitors are controlled at worksites • All required training has been completed, including induction has been provided and completed for relevant personnel • All supervised staff have completed required training • WHS procedures are identified and complied with, setting an appropriate workplace example • Risk assessment documentation is completed in line with legislative requirements, and risk assessments are reviewed at least annually or more frequently if required • Risk control documentation is completed and records kept in accordance with PP&VA procedures • Participation in consultation process is on record • Record of supervised staff participation in consultation

PP&VA POSITION DESCRIPTION – DIRECTOR VISUAL ARTS

Key Generic Functional Responsibilities

8. Communication and Customer Service

Major Actions

- Provide effective service to PP&VA customers, the community and internal staff
- Present a positive image of PP&VA
- Liaise and negotiate with the community, government/non-government agencies, other professional and PP&VA staff on a range of matters
- Effectively communicate in a range of forums on PP&VA's objectives, activities and priorities

Performance Measures

- Customer needs are identified and confirmed, and appropriate actions taken
- Staff adhere to the Customer Service Charter
- Advice given to any forum is contemporary and within PP&VA guidelines

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- A tertiary qualification in the visual arts and/or extended professional experience of management in the visual arts sector.
- Demonstrated experience in the development and delivery of innovative curatorial programs particularly in Australian art scholarship, community engagement and contemporary practice based on demonstrated knowledge.
- Demonstrated extensive experience in contemporary curatorial and exhibition practice, gallery management and operations.
- Demonstrated understanding of collection development, management and conservation.
- Sound financial, writing and project management skills.
- Current and active arts sector networks.
- Experience in effective management of a small creative team.

Desirable.

- Post graduate qualification in visual arts and or arts management.
- NSW Drivers' Licence.
- Current Working with Children Check, or ability to acquire.

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the PP&VA and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals