

Position Description & Requirements

Executive Director (ED)

Location: Muswellbrook or by negotiation (including significant travel across the AUH Region)

Full time position. Up to 70 hours/ fortnight. Flexible hours.

Salary: \$65,000 pa. + superannuation + motor vehicle + bonus. Conditions and entitlements are set out in the Contract of Employment, including KPI's and bonus system arrangements.

Overview:

Arts Upper Hunter (AUH) is one of 14 locally driven Regional Arts Development Organisations across NSW. AUH is funded by Create NSW and the Local Government Areas (LGA's) of Dungog, Singleton, Muswellbrook, and Upper Hunter. AUH is committed to fostering the appreciation of, and participation in, all creative arts and culture in the Upper Hunter Region.

To be successful in this role, you will need to have excellent project administration and management skills, be self-motivated and have extensive knowledge of the not-for-profit arts and culture sector or similar environment. The successful applicant will have the ability to work with a diverse range of individuals and groups across the Upper Hunter communities, excellent interpersonal skills, a strong understanding of arts and cultural development and experience working with government and other funding bodies.

Reporting to the board of management, the Executive Director (ED) will work with a small team to implement the organisation's business and strategic plans, including building new partnerships and networks, and diversifying the income of the organisation.

Summary of Position:

The ED is responsible for the overall management of AUH, including finance, human resources, and project management and reports to the Chair and Board of AUH. The ED will be provided with use of a vehicle, mobile phone and laptop to carry out duties associated with the position.

The ED manages and works closely with AUH staff, volunteers and contractors, and together with the AUH Board, advocates for community arts and cultural development, and provides advice and assistance to individuals and groups working in the creative industries in the Region. The ED will liaise regularly with Local Councils, local arts and cultural groups and organisations, Create NSW, Regional Arts NSW, other funding bodies and the communities of the Region.

The criteria for determining the bonus payment will be negotiated with the successful applicant prior to their appointment but will include the Executive Director meeting all the Key Performance Indicators set by the Arts Upper Hunter Board. The focus of the KPIs will be the Board's strategic objectives, including increasing and diversifying our income, while maintaining services to the communities we serve.

Duties:

Reporting to the AUH Board, the ED acts as the Executive Officer for the organisation. The primary responsibilities are to manage the development, implementation and ongoing activities of the Arts

Upper Hunter triennial and annual business plans and other strategies including all facets of project management, organisation, governance, staff supervision, evaluating and reporting.

The ED will ensure that the Arts Upper Hunter identified objectives and outcomes are achieved in an effective, timely and cost-efficient manner.

The following details provide an outline of these responsibilities, which are expected to be undertaken to the highest standard and with the utmost integrity.

Triennial Plan, Forward Plan and Project Plans:

- Provide leadership in the development of the Board's triennial, and Forward Business and Project Plans to ensure the board's responsibility to Create NSW, Regional Arts NSW, the contributing LGAs and other stakeholders is met.
- Facilitate and Deliver plans in a timely and effective manner, utilizing the Board's resources and the support of stakeholders and relevant organisations.
- Undertake data collection, ongoing assessment of the Forward Plan and evaluate performance to ensure maximum results are achieved.
- Ensure all reporting and acquittals to all funding bodies are delivered as required and on time.

Arts Upper Hunter Board:

- Oversee the development of meeting agendas, minutes, financial/operational reports, and organise Board meetings in consultation with the Chair.
- Act as Public Officer and abide by the duties of this role.
- Maintain communication with the Arts Upper Hunter members to ensure they are well versed on the activities and legal responsibilities of Arts Upper Hunter.
- Ensure Arts Upper Hunter maintains good governance through the development, evaluation, management and updating of the Arts Upper Hunters policies and procedures.
- Provide quarterly reports to the contributing Local Councils and undertake annual or other presentations where required.
- Carry out additional tasks as may reasonably be requested by the Chair and Board.

Financial Management and Administration:

- Ensure acceptable financial processes are used to record the expenditure and receipt of funds.
- Co-ordinate the generation and diversification of income, and the tracking of expenditure by Arts Upper Hunter within the agreed budget as determined by the Arts Upper Hunter Board.
- Manage the financials including sourcing funding, coordinating audits and submitting the Annual Statement to the Australian Charities and Not-for-profit Commission.
- Manage funding applications and acquit all approved grants in pursuance of the objectives of the relevant funding contract.
- Manage day-to-day activities of the organisation such as (but not limited to) vehicle leasing, insurance, internal office procedures and equipment maintenance.
- Coordinate human resource management, recruitment, induction, professional development and annual performance reviews.
- Oversee of the marketing and promotion of Arts Upper Hunter, its programs and other services/funding that may be of value to stakeholders, members, and community groups (website, social media and newsletters).

Arts and Cultural Activities:

- Oversee the financial (preparation of budgets) and operational management of projects which encourage, where relevant, arts professionals working with members of communities to integrate the arts in their lives and to build on mutual skills, appreciation and respect as detailed within the Arts Upper Hunter Business Plans.
- Keep up to date with trends and developments in the arts /cultural sector generally, with the view of assisting in the implementation of new and innovative projects across the Region.
- Source and distribute information about funding and services to Arts Upper Hunter members, artists, community groups, Local Councils and other organisations in the Region.
- Be familiar with arts activities and infrastructure available to support arts/cultural activities through the Arts Upper Hunter Region and neighbouring regions.
- Foster co-operation between individuals and local community arts groups in the region involved in cultural development.
- Encourage consultation and collaboration between the Board, Local Councils and other groups as appropriate in the cultural, social and physical planning processes of the Region.
- Represent and generally promote arts/cultural product/activities and opportunities that relate to the region.
- Recognise the importance of volunteers to the development of regional arts and culture, and assist those volunteers and in particular the members of the organisation to achieve their goals.

All applicants must address the following essential and desirable criteria.

Arts Upper Hunter Executive Director - Position Criteria

ESSENTIAL CRITERIA:

1. Relevant working history in Business and/or Arts Management
2. Recognised achievement in one or more aspects of the arts and cultural industries
3. Marketing and media relations skills including demonstrated experience in managing social media
4. Ability to prioritise work, meet deadlines, work flexible hours and travel around the region.
5. Demonstrated understanding of arts and cultural development and the capacity to plan and implement arts and cultural strategies in a regional and rural environment.
6. Demonstrated understanding of the role of an Executive Officer to a Board of Management, and experience in managing small team in a not-for-profit art, cultural or similar organisation.
7. Broad knowledge of the creative industries and related funding sources, with demonstrated success in applying for funding.
8. Demonstrated project and event management skills including the preparation and management of budgets and financial statements
9. Excellent oral and written communication skills including the preparation of submissions and reports
10. Proven ability to develop and maintain strategic partnerships and networks with a diverse range of stakeholders including local government, community and other organisations, and individuals
11. An unencumbered Australian driver's licence and the capacity to travel within the AUH region.
12. The successful applicant will provide a Working with Children Certificate.

DESIRABLE KNOWLEDGE SKILLS AND ABILITIES

1. Relevant tertiary qualifications in Business Management or Arts Management or other relevant qualifications
2. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.

3. Experience working with individuals and organisations involved in the arts and cultural production
4. Experience working with Aboriginal communities
5. Willingness to gain knowledge of the AUH area
6. Ability to prioritise and work flexible hours.

General information about Arts Upper Hunter is located at www.artsupperhunter.com. For questions and more information contact Ivan Skaines, Chair, on 0428 258 464 or ivan_skaines@bigpond.com

Applications to be received by COB Friday 28th May 2021 and addressed to and marked confidential to: Ivan Skaines, Chairperson, Arts Upper Hunter, P.O. Box 114, Muswellbrook. NSW. 2333. Or email to admin@artsupperhunter.com.au