

POSITION DESCRIPTION

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| Position Title | Gallery Director |
| Position Code | 1138 |
| Business Unit | Arts, Culture & Events |
| Work Group | Gallery |
| Position Classification | Band 7 |
| Effective Date | February 2023 |

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics, events and cultural precincts in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Implement a comprehensive and high-quality visual arts and gallery program and activities.

1.2 To effectively manage Council's visual arts program through the provision of

leadership & policy development and planning.

1.3 Promote the Wangaratta Art Gallery as a significant regional attraction and community asset achieving the highest standards of professionalism and best practice within the industry.

2. Working Relationships

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|-------------|---------------------------------|
| Reports to | Manager Arts Culture and Events |
| Supervisors | Wangaratta Art Gallery Staff |

3. Key Responsibilities

3.1 Manage the resources allocated effectively and ensure that activities are delivered within budget and maintain a process of evaluation and review of existing activities.

3.2 Provide a leadership role in the development of programs and initiatives aimed at encouraging community awareness of and participation in visual arts and public art.

3.3 Undertake appropriate representation internally and externally to improve the resources available.

3.4 Manage the efficient operation of Council's Visual Arts Unit consistent with Council's priorities, industry best practice and funding guidelines, in relation to the following programs: Wangaratta Art Gallery and Council's Collections.

3.5 Manage all associated activities related to the Gallery's programs and all aspects of its exhibitions program including Wangaratta Performing Arts Centre foyer exhibitions and identify opportunities to enhance the Gallery facilities.

3.6 Oversee all physical aspects of the Gallery including risk management, security, cleaning, and maintenance, ensuring that industry standards for an Art Museum/Gallery are maintained.

3.7 Maintain an up to date knowledge of State and Federal Government policies and strategic documents in relation to visual arts and culture.

4. Core Physical Requirements

4.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to lift items unspecified in weight within individual limits.

4.3 Capacity to climb ladders and hang art works.

4.4 Ability to carry and handle art works of varying sizes and types.

4.5 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Required to manage the financial and human resources aspect of the services and to provide input into the development of policies regarding issues impacting on arts and culture.

5.2 This position has authority to represent Council in approved forums as required.

5.3 This position has the responsibility for the provision of Visual Arts in line with relevant guidelines.

5.4 Freedom to act is extensive but governed by budgetary allocation and regulations.

5.5 Subject to the provisions of the Local Government Act 1989 (as amended), other relevant legislation, and Council policies and procedures and specified work programs, the incumbent has the authority to make decisions about the implementation of appropriate

6. Judgement and Decision Making

6.1 Use of procedures, guidelines and the application of professional knowledge and best practice as stipulated within industry approved guidelines.

6.2 The nature of the work is specialised, and the incumbent is required to develop methods, processes and procedures that are consistent with theory or precedent.

6.3 This position requires problem solving skills and the ability to make decisions and justify options chosen.

6.4 The position is required to maintain safe work practices and ensure industry best practice is achieved within its area of responsibility.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Knowledge of the practices and history of Visual Arts and Arts Administration.

7.1.2 Knowledge and experience of the role of a public art gallery/museum.

7.1.3 Knowledge of gallery/art museum best practice and adherence to the “Code of Ethics for Art, History and Science Museums”.

7.1.4 Knowledge and understanding of the business environment and its relevance to the Visual Arts and Public Art.

7.1.5 Knowledge of local and regional communities, so as to aid the development of strategic and forward planning.

7.1.6 Ability to implement policy and planning within a team environment to achieve objectives and goals.

7.1.7 Demonstrated problem solving and decision-making skills.

7.1.8 Developed research and written skills and an understanding of procedures, policies and processes associated with management and administration of a public art gallery/museum.

7.1.9 Knowledge of budgetary practices.

7.2 Management Skills

7.2.1 Skills in managing time to achieve a broad range of outcomes in an environment of conflicting priorities.

7.2.2 Ability to work with minimal supervision.

7.2.3 Ability to manage staff and set goals and objectives.

7.3 Interpersonal Skills

7.3.1 Highly developed communication skills in oral and written communication.

7.3.2 Highly developed skills in negotiation, advocacy and conflict resolution.

7.3.3 Ability to gain cooperation with Council staff, relevant government agencies, consultants and the wider community to achieve identified outcomes.

7.3.4 Ability to operate in a team context.

7.3.5 Ability to lead, motivate and develop staff.

8. Qualifications and Experience

8.1 Tertiary Qualifications in Fine Arts, Museums Studies or Arts Administration or equivalent and a minimum of three years relevant experience in the Arts Industry.

8.2 A sound knowledge of art and art history.

8.3 Demonstrated experience in marketing.

8.4 Experience in financial management.

8.5 Experience in curating a diverse range of exhibitions.

9. Key Selection Criteria

9.1 Tertiary qualification in Fine Arts, Museums Studies or Arts Administration or equivalent and a minimum of three years relevant experience in the Arts Industry.

9.2 Ability and experience to manage, lead, motivate and develop staff.

9.3 Demonstrated high level communication skills, both written and verbal.

9.4 Understanding of the business environment relevant to cultural services and a regional public gallery.

9.5 Sound skills in marketing the services offered to clients and customers.

9.6 Demonstrated ability to work in a team environment to achieve objectives within available resources.

9.7 A current driver licence.

Authorised by: Director – Sustainability& Culture

Date:

Employee's Signature:

Date:
