
POSITION DESCRIPTION

Position title: Acting Director

Category of employment: 1-year contract, full-time position

Reports to: NorthSite Board Chair and Board

Closing date: 19 October 2022

NORTHSITE CONTEMPORARY ARTS

An exciting and unique opportunity has become available at NorthSite Contemporary Arts, an organisation with a 30-year history of exhibiting exemplary contemporary visual art and supporting contemporary artists in Far North Queensland.

NorthSite has a fundamental role to play in ensuring the promotion of contemporary art in Cairns and greater North Queensland, through the on-going development, delivery and promotion of exhibitions and programs and provision of artist services

POSITION DESCRIPTION

The Acting Director will lead the organisation's artistic vision, exhibitions, and programs throughout 2023, during the Artistic Director/CEO's maternity leave (1 March – 1 November 2023 - provisional), as set out in the 2023 program aligned with NorthSite's Strategic Plan 2020-2025.

The Acting Director will be responsible for overseeing the delivery of the overall strategic objectives, artistic output, retail activities, communications and financial performance of the company in 2023, guided by and enhancing NorthSite's vision, purpose and values. The Acting Director will be responsible for reporting the financial and operational performance of the company to the Board of Directors at bi-monthly meetings.

The Acting Director will oversee the company's exhibitions and creative programs, supervise and mentor staff to assist with the delivery of all aspects of daily operations. The Acting Director will ensure personnel are supported and have all the information they require to carry out their duties in the most effective, efficient, and professional manner.

The Acting Director will be supported by the Executive Administrator and Chairperson to ensure strong governance processes are upheld and ensure ongoing financial stability. A four-month handover and collaboration period will be allowed for with the Artistic Director/CEO.

The role requires strong knowledge of the arts sector, contemporary art practice across varied art forms and critical discourse including new media and contemporary Aboriginal and Torres Strait Islander art practice, with strong cultural competency.

The position calls for a confident and individual approach to artistic delivery, relationship management and financial operations, with strong networks across the greater regions and arts sector advantageous. The incumbent should have broad experience in the arts, a clear understanding of the importance of exhibition and retail sales in contributing to the economic lives of professional regional artists and advocate support for contemporary arts practice in regional Australia in local, state and national contexts.

This position will likely attract interest from a current Director, Artistic Director, Exhibitions Manager or Senior Curator who has the skills, ambition, and drive to undertake the role. The contract position is based in Cairns, Queensland.

THE WHY, WHAT AND WHERE:

The NorthSite Mission is to link ideas, artists, audiences and supporters to present contemporary art and design that brings people together, stimulates conversation, and provides transformative experiences.

As Acting Director, you will be responsible for leading a team of 8 professional arts workers, across exhibitions, programs, retail, communications and finance portfolios with a hands-on approach to exhibition development and delivery.

The majority of the company's activities occur within the galleries and NorthSite Store at Bulmba-ja Art Centre, in addition to the newly launched offsite location, NorthSite Art Studios, 55 Greenslopes St, Cairns.

Some travel may be required as part of the role.

SCOPE

The NorthSite Acting Director is responsible for implementing and overseeing the following in 2023:

Supervision of Staff

- Manage a team of up to 8 full and part-time employees

Exhibitions Overview

Present a forward-thinking & globally connected program that strengthens artistic output and profiles **the most exciting contemporary art and design of the North**.

- Oversee planning and delivery of all exhibitions in conjunction with Curator and curatorial contractors (internal and external), ensuring program is delivered on time and within budget
- Support the Curator with exhibition development and delivery
- Ensure all contractual exhibition agreements, reports and administration are undertaken on a timely basis
- Ensure all exhibition related targets, commitments and forward plans are met

Education, Events and Creative Programs Overview

Facilitate creative programs to enhance exhibitions, bolster arts education, encourage new perspectives and provide **transformative experiences for artists and wide audiences**.

- Oversee the delivery of workshops, creative education and professional development and volunteer programs managed by the Programs Coordinator (PC) related to exhibitions at NorthSite, Bulmba-ja and at NorthSite Art Studios
- Oversee the work of the Events and Content Producer to ensure all public events are well-planned and promoted (ECP)
- Ensure the delivery of excellence-in-printmaking initiatives throughout the year
- Set contractual agreements with artists/facilitators and ensure suppliers paid on a timely basis

Retail and Marketing Overview

Drive economic outcomes through **innovative marketing and trade**, to strengthen financial resilience of our not-for-profit company and support creative practice in Far North Queensland.

- Oversee the sale of high-quality and innovative arts, craft, design & merchandise in the NorthSite shop and online, as managed by the Retail Manager (RM) and staff
- Ensure retail targets are met, with initiatives to support artists, clients and generate sales

- Oversee communications, managed by the Communications Coordinator (CC), including marketing and promotional campaigns
- Approve scheduled marketing content for social media and advertising platforms to promote exhibitions and programs to a wide audience
- Oversee correspondence to public and members
- Work with Communications Coordinator to implement a revised Marketing Plan

Partnerships and Finance Overview

Foster mutually beneficial partnerships to optimise resources and craft effective and efficient teams to ensure sustainability and excellence in arts governance.

- Review upcoming activities, identify relevant partners and build mutually beneficial relationships
- Advocate for Northsite's position with stakeholders and decision makers at a high level
- Be responsible for overall performance against budget and track staff KPIs
- Identify needs and implement staff training
- Approve weekly payments to payroll, suppliers, and artists
- With the support of the Executive Administrator, report to funding bodies (April, July, October)
- Monitor non-government sources of funding and pursue opportunities
- Apply for project funding throughout year and ensure all grant monies acquitted precisely
- Manage government funding relationships, applications, acquittals, and contracts

Strategic and Forward Planning

- Annually track performance against NorthSite's four-year Strategic Plan, and development of annual business and program plans
- The plan for the 2025-2028 NorthSite Strategic Plan will be completed with the Artistic Director/CEO, Board, team and stakeholders by February 2023 for inclusion in organisational funding applications
- Continue planning work on major initiatives and projects 2024-2026

ESSENTIAL CRITERIA

Applicants must be able to demonstrate commitment and experience in related roles, with:

- Excellent communication skills
- Strong interpersonal and negotiation skills
- Experience with HR and excellent team management
- Proven project management skills, inc. financial processes and contract management
- Ability to prioritise team and individual work to meet deadlines - self-motivated, flexible and resourceful
- Experience with statistics and reporting, writing/updating processes, protocols & plans
- Evidenced familiarly sourcing new avenues of financial support for artists & arts activities
- Knowledge of all-ability and diversity access principles, high cultural competency
- Understanding of diverse artistic practices and operation of studio/gallery environments
- Detailed understanding of industry with ability to identify and articulate important issues
- Experience in safe-handling of works of art and managing WH&S processes
- Precise attention to detail and commitment to transparency & accuracy
- Good time-management skills and ability to manage workflow and provide regular updates to colleagues, partners and Board members

DESIRABLE

- Driver's License
- Experience with Mac computer systems, software integrations and applications including Microsoft Office, Filemaker Pro, Trello, Hubspot, Vend, Eventbrite and Adobe Creative Suite

KEY RELATIONSHIPS

- Reports to the NorthSite Board Chair and Board
- Internal liaisons – NorthSite Board of Directors, other staff including Executive Administrator, Curator, Communications Coordinator, Retail Manager, Gallery Officer, Events and Content Producer, Programs Coordinator, volunteers, studio technicians, contracted facilitators, artists, and other Bulmba-ja tenants
- External liaisons – workshop and program participants, patrons to the galleries, arts peers, community, government, industry, and business associates

HOW TO APPLY

Please read through the *Position Description* to ensure you meet the criteria. Provide the following information listed below and email it to director@northsite.org.au by the closing date.

- Your current CV, including 3 referees
- 1-2 page letter responding to the Essential Criteria

Applications open 30 September 2022
Closing 19 October 2022

For further information and remuneration details, contact:

Michael Cosgrove, Chairperson chair@northsite.org.au or
Ashleigh Campbell, Artistic Director/CEO director@northsite.org.au

NorthSite is assisted by the Australian Government through the Australia Council, its arts funding and advisory body. NorthSite is supported by the Queensland Government through Arts Queensland.

