

## Position Description – Manager, Courthouse Gallery+Studio

The Manager, Courthouse Gallery+Studio acts as a leader raising the positive profile of the work Courthouse Gallery+Studio ('the Gallery') and surrounding programming in accordance with The Junction Co's strategic plan and values. This role will lead all aspects of business and operations as it relates to the Gallery+Studio.

**Applications will be received by way of resume and cover letter addressing the mandatory requirements, emailed to [hello@thejunctionco.com.au](mailto:hello@thejunctionco.com.au) by Friday 23rd April 2021.**

### **Strategic**

- To lead, in conjunction with the Executive Officer, the implementation of The Junction Co. strategic plan through the operations of the Courthouse Gallery+Studio;
- Look at new opportunities to develop the Gallery+Studio in regards to collaboration, exhibitions and opportunities;
- Develop, implement and lead the Gallery+Studio operational plan through effective management
- Lead and develop its personnel to be empowered to perform to the best of their abilities in pursuit of the goals and objectives agreed;
- Manage the Gallery+Studio's finances and corporate governance to ensure it is best placed to realise development and community needs opportunities as they arise;
- To ensure effective internal controls and management information systems are in place as it relates to the Gallery+Studio.

### **Exhibition, Program and Retail Management**

- Manage applicable Gallery+Studio programs in partnership with EO and Coordinators, including exhibition program, artist in residence program, Maker's Space program and community engagement activities;
- Manage the Courthouse Gallery+Studio website and social media profiles;
- Manage retail, Stockroom and consigned artwork stock, in accordance with KPI's;
- Manage the retail component of the Gallery, including visual merchandising and stock management to ensure sustainable store operations;
- Monitor and evaluate the outcomes of the Gallery's programme, events and communications.

### **Community and Stakeholder Management**

- With the EO, serve as a spokesperson and representative for the Gallery+Studio. In absence ensure appropriate representation at all relevant creative enterprise engagements;
- Actively advocate for the Gallery+Studio within the community, building relationships with peer organisations when appropriate;
- With the EO, be the conduit between local subcommittee groups. Ensure the subcommittee meeting minutes and views are recorded and presented to the Executive Officer in a way that allows for appropriate consideration and decisions;
- With the EO, ensure that the Committee Members are properly informed and that sufficient information is provided to the Board to enable the Committee Members to form appropriate judgments; arrange meetings of the Sub Committee Group/s and record and distribute records of meetings;
- Collaborate with other galleries, institutions and bodies to build the profile. Represent The Junction Co. in such forums;
- Liaise with external contacts (artists, contractors, suppliers, tour managers, curators) to facilitate the delivery and organisation of components of exhibitions.

### **Leadership**

- Manage the work performance of self and direct reports to ensure objectives are achieved;
- Ensure role clarity, including responsibilities and reporting lines, exists for team members;
- Encourage an environment of sharing knowledge and ideas to ensure continuous improvement within the team;
- Ensure the Gallery is appropriately organised and staffed including; source, manage and enable the work and capability development of volunteers.

### **Safety & Maintenance**

- Ensure the Gallery+Studio operate within the confines of OHS legislation and that the safety management plans are implemented, ensuring all staff and contractors are appropriately trained to safety standards and comply;
- Monitor, record and promote safety performance and OHS requirements as stipulated by contract, management plan and legislation;
- Ensure the maintenance of the building and surrounding premises is managed effectively and in accordance with OHS standards. Manage and coordinate all maintenance (both scheduled and unscheduled) related to the Gallery+Studio;
- Management of compliance with all operational requirements including leasing agreements, management contracts and security and safety requirements;
- Act as the Gallery OH&S Representative, unless otherwise directed;
- Manage and ensure the ongoing integrity of the exhibition space, which includes cleaning, check that hung works remain straight, and didactics and signage are in good order.

### **Planning and Budgeting**

- Lead the development of the annual budgeting for the Gallery+Studio for approval by the Board;
- Ensure that the EO is kept abreast of the Gallery+Studio's performance to the strategic plan and annual budgets;
- Ensure that expenditure of the Courthouse Gallery are within the authorised annual budget;
- Monitor and drive the meeting of budgets, forecasts and cash flow.

### **Reporting and Compliance**

- Research, source, and write funding applications for programs and exhibitions. This includes, where successful, the responsibility of ensuring all of the terms of the grant are met and all reporting and acquittals are submitted in a timely manner.
- Complete internal and sponsor reporting upon the completion of exhibitions and associated programming.
- Prepare, submit and assist EO in grant and contract acquittals
- Reports as requested by the management team and accounts, monthly reports to the Town of Port Hedland, annual statistical and artistic reporting on programs. This also includes the timely reporting of maintenance issues.

### **Mandatory requirements**

- Business management experience, preferably in the arts, creative enterprise and/or community services sector.
- Leadership driven by established values and behaviours
- Demonstrated high level of written communication skills, including report writing
- Demonstrated ability to develop and deliver relationships at all levels to professionals and community groups
- Demonstrate financial acumen
- Strong conceptual thinking and big ideas
- A positive, can-do and non-precious attitude
- Passion for art, creative enterprise and community, design and problem solving
- Strong attention to detail