



BYRON SHIRE COUNCIL POSITION DESCRIPTION

POSITION: **Gallerist (Part-Time, Fixed Term 12 months)**

REPORTS TO: Community & Cultural Development Coordinator

DIRECTORATE: Corporate and Community Services

BRANCH: Social & Cultural Planning

CLASSIFICATION: Grade 9

STAFF: The incumbent may be required to supervise contractors and/or consultants

CONTACTS:	Internal	External
	Councillors and Mayor General Manager and staff at all levels Council Committees	Customers/ Artists Consultants / Contractors Government Departments Arts & Community Organisations Volunteers Media Local businesses

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

POSITION OBJECTIVE:

To plan and deliver Lone Goat Gallery operations. This role is an important liaison point with practitioners, service providers, cultural institutions and other stakeholders and collaborates across the organisation on priority projects to contribute to a culturally vibrant and inclusive community.

ORGANISATION VALUES

You will demonstrate the Byron Shire Council’s Organisational Values as an integral component of your position within the organisation. It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Work collaboratively to support arts and cultural development in Byron Shire by coordinating all aspects of Lone Goat Gallery operations.
- Support and contribute to relevant Council projects, initiatives, strategies and policies.
- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Coordinate the curatorial, administrative and financial operations of the Lone Goat Gallery.
- Facilitate and support relevant Council Committees/ Advisory Groups
- Contribute to relevant Council policies, plans and strategies as required
- Liaise, consult with and provide timely support and expertise to internal and external stakeholders, including individuals, community and key creative sector partners.
- Plan, implement and evaluate all aspects of Lone Goat Gallery operations including:
 - Programming: Work with key stakeholders to achieve social, economic and artistic outcomes through the development and delivery of an annual artistic program. Lead the artistic and strategic direction of the Gallery, resource and support the community vision for the facility.
 - Exhibition Management: Deliver and manage exhibitions including the annual selection process, exhibition tasks and documentation (hire agreements didactics, signage, risk assessments), exhibition installations, attend after hours events, promote and process artwork sales and liaise with all relevant stakeholders, adhere to all operating procedures and schedules, oversee contract staff and volunteers.
 - Customer service: Liaise with the general public, gallery clients, funding bodies, arts organisations, community groups, artists and other stakeholders.
 - Volunteer management: Manage recruitment, induction, rostering, onsite training and work in cooperation with volunteers to staff the Gallery reception desk.
 - Resourcing: Identify, develop and manage grant funding, strategic partnerships, sponsorship and donations programs to advance the profile, programs and sustainability of LGG.
 - Administration: Carry out all Gallery administrative duties.
 - Marketing and design: Design, develop and produce high quality social media content and printed material including exhibition flyers, media releases, website content, e-news, coordinate media liaison and marketing and promotion of the Gallery.

Financial Management

- Prepare Gallery and associated project budgets in conjunction with the relevant Council

staff.

- Ensure that activities operate within budgetary constraints.
- Oversee Gallery financial management systems and procedures.
- Work with Council to investigate and pursue funding opportunities, sponsorship and partnership opportunities including the preparation and submission of grants from Federal and State Government agencies as well as private and philanthropic sources.
- Prepare financial progress reports to Council requirements in a timely manner.
- Contribute to ongoing organisational improvement including monitoring and analysis of gallery performance
- Ensure compliance with delegations of the position is maintained

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Ensure effective and equitable leadership and supervision of volunteers.
- Apply human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Oversee the safe management of the facility and liaise with contractors and Council staff to maintain standards at the facility as required.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

Other Duties

- Attend and manage launch and other events and activities after hours and on weekends, as required.
- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Completion of a relevant arts or cultural development qualification and extensive experience in a similar role.

EXPERIENCE:

- Arts project management experience including overseeing the delivering an Annual Artistic Program and Gallery experience.

KNOWLEDGE:

- Experience in an arts related administrative field.

- Excellent computer, design and arts marketing skills.

COMPETENCIES:

- Demonstrated ability to: Proficiently use Adobe Creative Suite and other Gallery related IT platforms.
- Manage con-current exhibitions and events and safely oversee a venue.
- Work to timelines within budget.
- Recruit and coordinate a volunteer program.
- Excellent relationship-building, partnership development and networking skills, including experience in securing and maintaining funding relationships - including government, corporate, philanthropic or individual sources.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.

SELECTION CRITERIA

Essential Criteria

- Completion of a relevant arts or cultural development qualification and extensive experience in a similar role.
- Demonstrated high level arts administration and arts project management experience in activities associated with a gallery, including budget control, developing exhibitions or an ongoing arts program, event and venue coordination.
- Experience in arts marketing and promotional activities.
- Demonstrated ability to self-motivate, work independently and manage competing demands in a deadline driven environment.
- Sound organisational skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Demonstrated sound knowledge of contemporary developments, trends and art practices, national arts industry and professional organisations and networks and community-based creative industries.
- Excellent oral and written communication skills.
- Sound interpersonal skills and ability to provide excellent customer service, build partnerships, and relate to people of diverse backgrounds.
- Demonstrated computer literacy, with experience in, Adobe Creative Suite, sales systems, social media platforms, and MS Office.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.

Preferred Criteria

- Experience in developing and delivering funding applications and acquittals
- Experience working within a local government context and/or Northern Rivers Arts sector
- Experience in the supervision and coordination of volunteers including the ability to lead and manage performance of volunteers to achieve goals and legislative compliance.
- Commitment to and understanding of process improvement and sustainability principles.
- Current Drivers Licence

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Manager Social and Cultural Planning

SIGNATURE: _____

People and Culture use:

National Criminal History Check Working with Children Clearance

Functional Health Assessment Immunisations