



POSITION DESCRIPTION - EXECUTIVE DIRECTOR

Murray Arts is seeking an experienced arts manager, administrator and leader for the role of Executive Director, to lead the organisation and hold the significant role that we have within the local greater cultural network.

WHO WE ARE

Murray Arts is the Regional Arts Development Organisation (RADO) in the Border and Northeast Victoria Region. Our footprint encompasses and borders the Indigenous nations of Dhuduroha, Yaithmathang, Bpangerang, Wiradjuri, Yorta Yorta and Wavaroo and services six local government areas (LGA); AlburyCity, Greater Hume and Federation in NSW and City of Wodonga, Indigo and Towong in Northeast Victoria. Murray Arts is a not-for-profit incorporated association, governed by a volunteer board.

Murray Arts is one of the 15 Regional Arts Development Organisations (RADO) in the NSW network and the only one of the 15 that works with LGAs outside of NSW. Each RADO was established to respond to their region's unique needs. The NSW RADO network is a state and local government initiative which sees each RADO receive the same amount of annual core funding from Create NSW and then an annual financial contribution from each of their participating LGAs. The NSW RADO network is strong and supportive, we regularly share resources, team up on joint ventures and assist one another to best support our regions as a whole.

Murray Arts' unique position on the NSW and Victorian border means that we are also linked in with Regional Arts Victoria who takes a strong interest in co-supporting our Victorian LGAs.

OUR REGION

Our footprint borders the Indigenous Nations of Dhuduroha, Yaithmathang, Bpangerang, Wiradjuri, Yorta Yorta & Wavaroo and encompasses the local government areas of Albury City, Greater Hume, Federation, City of Wodonga, Indigo & Towong.

OUR VALUES

- Artistic endeavour, creativity and integrity.
- The arts as a medium to challenge us and explore our humanity.
- The opportunity to access, participate & express ourselves through creative practice.
- Community wellbeing, connection and lifelong learning.

POSITION OVERVIEW

Position Title: Executive Director

Status: Permanent

Salary: \$85,000 - \$95,000 per annum, negotiated dependent on experience, plus superannuation

Salary Additions: Leased and fully maintained vehicle, plus hourly allowances for working from home and use of personal mobile phone

Hours: Full Time (38 hours per week)

Location: Murray Arts staff presently work from home, with a plan for an Albury Wodonga base in the near future. Travel is required across the Murray Arts footprint and outside the region for networking & professional development. Flexible working arrangements are supported.

Employed By: Murray Arts Inc

Reports To: Murray Arts Board

Managing: The Murray Arts team

Applications Open: Friday 26 May 2023

Applications Close: 9am Monday 10 July 2023

Interviews: to be held the week of 17 July 2023, in person or via ZOOM.

Start Date: Preference for the successful applicant to have started before or by 4 September 2023.

Handover: An extensive handover is being offered with the current Executive Director.

MAIN DUTIES INCLUDE

- Champion Regional Arts Development in the Border Northeast footprint
- Management of all day-to-day administrative duties including financial and staff supervision
- Project management
- The delivery of strategic & business plans
- Sourcing income from a range of funding sources
- General funding support and guidance including the development of Auspicing agreements.
- Ensuring that strong communication is maintained with our Board and partners who include local First Nation community, creatives from all disciplines, Federal, State & Local Government, the general community, partnering organisations, community groups and schools.
- Governance, strategic planning, policy amendments & development and ensuring work health & safety requirements are met.

SELECTION CRITERIA

- Experience running a small to medium company in the arts and creative industries and an understanding of current trends in arts management.
- Experience in financial planning and budget management.
- Experience developing, implementing, and managing strategic business plans.
- Proven success in securing and managing government and philanthropic funding.
- High level project management experience including strong organisational skills and IT aptitude.
- Experience managing a high performing team, including staff, contractors and volunteers.
- Ability to effectively manage competing priorities.
- Excellent communication and interpersonal skills including an exceptional capability to develop and maintain relationships with a broad range of key stakeholders.
- Excellent time management skills and demonstrated experience in the preparation and delivery of detailed project plans and reports.
- Proven experience in data collection, management and interpretation to generate reports for multiple stakeholders.
- Experience working and consulting with First Nations communities, artists and cultural producers to create cultural projects and engagement programs.
- Relevant tertiary qualification or equivalent experience in art industry or arts practice.
- Current driver's license.

DESIRABLE

- Experience managing a small Not-For-Profit organisation, working closely with a Board of Directors and an understanding of corporate governance.
- Experience in Smarty Grants, administration and reporting.
- NSW & VIC Working With Children Checks.

To Apply: Please email a single PDF combining a cover letter, a statement addressing the selection criteria (2 pages maximum) and your CV (1-2 pages) including the names and contact details of two referrers to:

Executive Director, Murray Arts

director@murrayarts.org.au

Closing Monday 10 July 2023, 9am.

For more information contact:

Alyce Fisher

Executive Director

Murray Arts Inc

Mobile: 0407 213 034

Email: director@murrayarts.org.au

Websites:

www.murrayarts.org.au

<https://burrajagallery.org.au/collections/all>

Note: *Annual Reports, Financial Audits and current Strategic Plan can be found in the 'About' section on the Murray Arts website.*