

POSITION DESCRIPTION

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The Position:			Deputy Director, Development & Commercial Operations
Reports to:			Director & CEO
Division, Work Unit:			Senior Leadership Team
Term:			This is a full-time position for a fixed term, two-year contract
Salary:			\$95,000 - \$110,000 plus 9.5% superannuation
Location:			55 Little Malop Street, Geelong VIC 3220
Start Date:			To be negotiated. As a senior role it is important that the successful candidate commences as soon as practicable
1.	Gallery Mission:	Geelong Gallery aims to contribute to the life and well-being of the city by operating the best regional gallery in Australia, with strong community engagement based on the excellence of its collection, its creative lifelong learning experiences and innovative exhibitions.	
2.	Primary focus of the position:	The primary focus of this position is to support the Director of Geelong Gallery through the management of four key business units of the Gallery: Development (partnerships and sponsorships), Commercial Operations, Marketing & Communications, and front-of house Visitor Services functions. This role strategically directs and manages all commercial operations streams that define and support the Gallery's business. It provides leadership and management of Sponsorship and Partnerships staff; management of the Visitor Services and front-of-house staff; Marketing and Communications staff and sub-contractors; Membership; and Retail operations. This role does not manage the Finance Officer. This is a senior leadership role and is part of the Director's Senior Management Team. This role will act for the Director in the Director's absence.	
3.	Key Responsibilities	busin day of 2. Strat camp 3. Meet opera 4. Strat consists 5. Ensu opera 6. Mana object 7. Prepa 8. Repo Busin 9. Ensu	de high-level advice to the Director on the Gallery's strategic and less planning, provide high-level business development advice, and day to operational support egically develop and lead cash and in-kind partnership and sponsorship baigns in consultation with the Director annual Partnership and Sponsorship targets identified in annual actional budgets egically develop and lead marketing and communications campaigns in cultation with the Director are the professional management of front-of-house and Visitor Services actions, including Membership and retail operations age multi-disciplinary staff and teams. Ensure staff work to organisational actives. Foster the motivation and professional development of staff. For any development of staff and teams are and be accountable for business unit budgets. For a regular basis to the Director and Board on all matters and the sess Plan outcomes relating to Development and Commercial Operations. For the staff in relevant business units are responsible for funding cations and acquittals.



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4.	Key selection criteria:	The successful candidate must possess the following attributes in order to perform well in this role: 1. Strong leadership profile, with demonstrated management experience in a business and commercial operations environment 2. Experience in the management, recruitment and training of staff 3. Demonstrated ability to initiate, develop, implement and evaluate effective partnership and sponsorship strategies and campaigns 4. Proven track record in delivery of significant cash and in-kind partnerships and sponsorships supporting cultural programs and business imperatives, preferably within the context of a visual arts organisation 5. Excellent negotiation and presentation skills; excellent interpersonal skills, with a demonstrated ability to develop and maintain effective working relationships with key stakeholders, both internal and external to the organisation. 6. Demonstrated ability to prepare and control multiple departmental budgets, and to work in a dynamic team environment to deliver corporate and individual goals on time and within budget 7. Excellent organisational skills, flexibility and ability to set priorities and meet deadlines; and demonstrated ability to be self-motivated, work autonomously and as part of a team, with a flexible, positive and collaborative approach 8. Demonstrated skills in the management of systems related to ticketing, rostering, bookings and point of sale systems 9. A sound understanding of the philanthropic and corporate sectors in Australia and excellent contacts and professional networks 10. A degree in business, marketing or a related field 11. Excellent computing skills including knowledge of MS Office and database applications.	
5.	Other	The successful candidate should also have:	
	relevant	Understanding of and an interest in the arts industry	
	skills, knowledge & experience:	 Current knowledge of national and international philanthropic giving, and comparative not-for-profit practices and visual culture 	
6.	Other relevant information:	 The successful candidate will be subject to a six-month probationary period. Office hours are 9.00am to 5.00pm Monday to Friday with weekend and after-hours work when required. The successful applicant will be required to undergo security clearances performed by the Victorian Police Records Check. Geelong Gallery is an Equal Opportunity Employer and operates a smokefree work environment. 	
7.	About the role statement:	This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.	



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Applications should include a covering letter addressing the Key Responsibilities and additional paragraphs addressing the Selection Criteria of the Position Description. **Applications should be submitted by 5pm Thursday 9 March 2017 to**

employment@geelonggallery.org.au or

Human Resources Geelong Gallery 55 Little Malop Street Geelong VIC 3220

Confidential telephone conversations to discuss this role can be arranged with the Director, Jason Smith, via jason@geelongqallery.org.au