

Photo Australia Ltd
PHOTO 2022
International Festival of Photography

Position title:	Executive Producer
Reports to:	Artistic Director
Term:	14-month fixed term contract (Parental Leave position) 5 March 2021 – 31 May 2022
Position:	Fulltime
Salary range:	\$80,000 - \$85,500 per annum plus 9.5% superannuation contribution

Photo Australia produces PHOTO International Festival of Photography in collaboration with over 50 cultural institutions, museums, galleries and universities. The biennial celebration invites artists, curators, writers, academics and audiences to interrogate major issues of our time through a central theme.

The program includes free exhibitions, outdoor displays and artist commissions across Melbourne and Regional Victoria, as well as talks, artist-led workshops and education programs. The inaugural Festival was originally conceived as PHOTO 2020. In response to the COVID-19 pandemic we have rescheduled and relaunched the program as PHOTO 2021, which will take place from 18 February – 7 March 2021.

Reporting to the Artistic Director, the Executive Director will lead the day-to-day operations of the organisation, located in Cremorne, Victoria. This is a leadership role in Photo Australia's executive team, with responsibility for the strategic and operational development of the organisation, including finance, administration, human resources and external relations. The Executive Director will oversee the delivery of PHOTO 2022 in April/May 2022.

We are looking for a dynamic, innovative, creative and engaged professional with experience in strategic planning and financial and organisational management. You must be able to lead a team and build strong relationships and have the skills and flexibility to deliver within a small arts organisation.

**EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

KEY RESPONSIBILITIES

Policy and Strategic Development

- Develop and implement strategic and operational plans for the organisation
- Maintain and update policies and procedures for the efficient and effective management of Photo Australia

Financial Management

- Develop, manage and monitor Photo Australia's operating budget
- Supervise the preparation and delivery of all financial information for the Board, including monthly and annual reports and cash flow accounts
- Manage financial policies and procedures to ensure that Photo Australia remains compliant with company law and auditors' requirements
- Supervise the annual audit and the timely provision of financial reports and information to auditors

Fundraising, Sponsorship and Business Development

- Manage relationships with corporate, education and public funding partners, in collaboration with the Artistic Director, including State and Federal Government agencies, City Councils and international cultural agencies
- Prepare funding applications and submissions to government and municipal authorities, trusts and foundations, and sponsors
- In consultation with the Board and Artistic Director, develop and deliver strategies to promote income generation through individual donations and trusts and foundations
- Identify new avenues for support for PHOTO 2022 and beyond
- Supervise the negotiation and delivery of sponsor benefits, and delivery of acquittals and reports as required
- Provide all documentation required in relation to funding agreements including acquittals, reports and forecasts
- Develop Photo Australia's database of stakeholder contacts, and ensure that effective content management systems, communication, back up and distribution processes are in place

Human Resources

- Supervise all employment contracts, recruitment and human resource management and ensure that appropriate policies and procedures are in place
- Maintain, monitor and review administrative systems
- Oversee recruitment, training and management of volunteers

Policy and Governance

- Manage compliance with Federal and State based legislation including risk management, occupational health and safety and the requirements of not-for-profit organisations including fundraising, as well as other applicable laws
- Review and negotiate contracts and ensure that contractual obligations are met
- Prepare Board meeting agendas and briefing papers in consultation with the Chair and Artistic Director, and supervise the production of minutes and related correspondence

Communications, Marketing and Public Affairs

- Develop and implement a strategic marketing and communications plan for the organisation to maximise audience engagement
- Manage partnerships to promote PHOTO 2022 and audience development initiatives to achieve optimum attendance and enhance visitor experience
- Supervise all marketing and publicity strategies and their implementation and ensure consistency, quality and clarity of corporate messages and branding
- Oversee delivery of festival evaluation

Other Duties

- Perform other services as directed by the Board or Artistic Director

KEY SELECTION CRITERIA

Essential

- Previous experience in a leadership position at an arts organisation or equivalent
- Strong relationship management skills with experience managing Board members, government funders, partner organisations and sponsors
- Proven experience in successfully applying for and acquitting grants, and securing philanthropic and/or corporate sponsorship
- Experience in strategic planning, policies and organisational management
- Sound knowledge and experience of marketing, communications and audience development
- Demonstrated capacity to lead and inspire teams and oversee financial management
- Strong project management skills including the ability to manage time and workloads during peak periods and the capacity to calmly work under pressure to meet deadlines

Desirable

Though not essential, candidates who can demonstrate they possess the following criteria will be looked upon favourably:

- Networks in the arts and broader cultural community
- A tertiary qualification in arts and/or business management

Personal attributes

To successfully fulfil the responsibilities as outlined, the Executive Director should demonstrate the following qualities:

- Dynamic, innovative, creative and engaged
- Strong decision-making ability, with sound judgement and high-level analytic skills
- High level efficiency, systematic ability and attention to detail
- Excellent written and spoken communication, negotiation and interpersonal skills

APPLICATIONS

Applications, addressed to the Artistic Director should be emailed to info@photo.org.au before 5pm, Wednesday 13 January 2021.

Your application must include

- Cover letter (maximum 1 page)
- Written response to the selection criteria (maximum of 3 pages)
- Current CV

Please save your application into a single PDF document.

All enquiries should be directed to Clare McKenzie, Executive Director:
clare@photo.org.au