

COME, WORK WITH US

Assistant Director // Craft ACT

| | |
|------------------------|---|
| Reports to: | CEO, Craft ACT: Craft and Design Centre |
| Manages: | Content Coordinator, Membership and Communications Manager |
| Salary (pro rata 0.9): | \$65,000 to \$80,000 per annum pro rata (depending on experience) + 9.5% super |
| Loading: | Full time or flexible arrangements available by negotiation |
| Availability: | For immediate start |
| Term: | The successful applicant will be offered a permanent position (including a three-month probation period) |
| Leave entitlements: | 4 weeks' leave (pro rata) (to be taken the last week in December and first three weeks the following January when Craft ACT is closed) |
| Days and hours: | Full time or by negotiation Some evening and out of hours work will be required for DESIGN Canberra events (November), exhibition openings and programs. |
| Location: | The position is largely located at Craft ACT Headquarters, Civic Square, Canberra ACT. There will also be requirements to work off site during festivals and other public events. |

Be a part of the Craft ACT team

Come, work with us and support Canberra's thriving design and craft community.

Craft ACT is recognised as a leading centre in contemporary Australian craft and design, with a vision to strengthen the dynamic link between the arts – as encompassed in the craft sector – and the broad creative industries and design sector.

We are seeking an experienced and highly motivated person with an interest in a career in arts leadership. This is an excellent opportunity to gain exposure and experience in all aspects of arts management from creative programming and strategic planning, to financial management and fundraising, to operations and stakeholder relations.

The successful applicant will have demonstrated experience with the development and implementation of projects, exhibitions or

CRAFT + DESIGN CENTRE



(02) 6262 9333

[craftact@craftact.org.au](mailto:crafact@craftact.org.au)

Address.

Level 1, North Building,
180 London Circuit,
Canberra, ACT, 2601

Post.

PO Box 992,
Civic Square, ACT, 2608

Opening hours.

Tuesday-Friday, 10am-5pm
Saturday, 12-4pm

events, especially working in collaboration with other organisations and partners to do so. If you are a creative and hands-on team player with outstanding interpersonal and organisational skills, as well as a passion for art and design, then we'd love to hear from you.

The Assistant Director position will engage closely with the ideas and practice of craft artists and designers to put their work in a broader context for the community. Craft ACT's artistic and outreach programs engage closely with partner arts organisations, government, businesses and educational institutions to promote contemporary craft and design. It seeks to position Craft ACT and its members as vital to Canberra and well-connected to Australia and the world.

Key responsibilities

1. Design, implement and report on an annual program of professional development and artistic programs and events in line with the organisation's vision and strategies.
2. Assist the CEO to implement the new Craft ACT strategic plan, especially on matters related to public programs, collaboration and growth
3. Identify and pursue opportunities to grow our resources through grant applications and partnerships, and coordinate the team to prepare documentation including acquittals, reports, evaluations and correspondence.
4. Develop and nurture professional contacts and stakeholders with an emphasis on the design community, the members of Craft ACT, universities, program partners and sponsors. Represent the organisation to stakeholders and the general public.
5. Draft and manage an annual program budget and specific project and event budgets under supervision of the CEO and manage specific project budgets relating to special events, projects or grants.
6. Working with the CEO, Board members and key stakeholders, implement the philanthropy strategy focused on retaining and increasing the engagement of current donors, and identifying and engaging prospective donors in response to agreed targets.
7. Manage, roster and motivate staff, volunteers, and program interns to achieve their tasks and be valuable members of the Craft ACT team.
8. Work collaboratively and harmoniously with all staff members to deliver projects and programs, as required. Duties and responsibilities are developed in consultation with the CEO and core staff for each project and/or program.

Selection criteria — essential

1. Demonstrated experience in delivering innovative and meaningful arts programs including exhibitions, projects, professional development and/or events
2. Proven program management skills, including:
 - a. Project planning to meet deadlines
 - b. Stakeholder engagement (including artists)
 - c. Budget management (including grants)
3. High level of communication, interpersonal and organisational skills to be able to manage and prioritise a high-volume workload (including multitasking, self-direction, initiative, facilitation and negotiation skills)
4. Experience working in a flexible arts-related environment and the ability to work some evenings and weekends
5. Understanding of and a commitment to the principles and practices of Workplace Health and Safety and Equal Opportunity, to exercise excellent judgment by carrying out established policies and procedures for security and safety of people, artwork and facilities in a complete, consistent and timely manner

Desirable

- A generous nature with a desire to share information and ideas
- An interest in design, art or craft
- Ability to forge or support innovative commercial opportunities for Craft ACT, DESIGN Canberra and member artists to contribute to revenue targets
- Staff and contractor management
- Logistical planning and event delivery
- Risk Management planning
- Current drivers' licence and own vehicle

Culture

- Work as a close team to deliver the artistic program and business operations and a positive and safe work place
- Strive to achieve environmentally responsible business practices and actively look to maintain a healthy work life balance
- Ensure effective relationships with artists, audiences and partners
- Commit to continuous improvement, using evaluation to understand effectiveness and areas for growth and review
- Contribute to organisational planning and achievement of goals at staff meetings.

How to apply

To apply for the Assistant Director position, send a two-page (maximum length) letter outlining your experience and suitability for the essential selection criteria.

Please also send a copy of your cv and the names and contacts of two referees including your current supervisor.

Please email your application to ceo@craftact.org.au by 9am (AEST) on 17 May 2021.

For more information contact Rachael Coghlan, CEO, Craft ACT, on (02) 6262 9333.