

Position Title:	ORANGE REGIONAL ART GALLERY DIRECTOR
Position Number:	
Division:	COMMUNITY, RECREATION AND CULTURAL SERVICES
Section:	ART GALLERY
Grade:	14
Delegations:	As per the Council Delegations Register

Primary Purpose of Position

To efficiently and effectively lead and manage the visual arts program of the Orange Regional Gallery

To provide exhibitions of the visual and applied arts that are entertaining and educational to a broad section of the community

To manage staff resources to achieve the best possible outcomes and an associated program of arts, educational and social activities

Sectional Structure

DIRECTOR COMMUNITY CULTURAL AND
RECREATION SERVICES

ORANGE REGIONAL
GALLERY DIRECTOR

ASSISTANT ORANGE REGIONAL
GALLERY DIRECTOR

Selection Criteria	
Qualifications/ Licences	<ol style="list-style-type: none"> 1. Tertiary qualifications in Visual Arts, Fine Arts or Arts Management 2. Postgraduate qualification in Fine Arts, curatorship or cultural heritage management
Skills and Experience	<ol style="list-style-type: none"> 3. Demonstrated experience in a similar role with a record of achievement in developing and implementing significant and progressive initiatives of both strategic and operational nature at a Regional Art Gallery or similar facility 4. Demonstrated knowledge of exhibition management, curation, design, layout, transport and execution 5. Demonstrated ability to successfully apply for government grants and deliver associated services 6. Demonstrated ability to plan and operate venues and undertake events management including functions, exhibition openings, workshops, and associated events 7. Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff 8. Thorough working knowledge and understanding of the standards, policies, procedures, issues and operations of a Gallery. This would include a thorough knowledge of the relevant Acts, procedures and policies governing arts management in NSW 9. Demonstrated ability to model Council's key values and desired behaviours (detailed below)
Key Accountabilities/Duties	
<ol style="list-style-type: none"> 1. Formulate, implement review and update a Visual Arts Strategic Plan 2. Plan, develop, fund, implement, manage, publicise, and evaluate the annual exhibition program of the Orange Regional Gallery (as part of the Strategic Plan) that is diverse, educational and entertaining to a broad cross-section of the community 3. Deliver a wide ranging educational program including a primary and secondary school education program 4. Develop, facilitate and provide input into the general visual arts development in Orange and Central West Region 5. Monitor and analyse visitation to the Gallery with as a component of developing future programs and marketing to increase 6. Obtain Government funding for exhibitions and acquit that funding in a timely and efficient manner 7. Oversee the operation of the Gallery Shop and other income producing activities to ensure that these add value to the Gallery and the visual arts program 8. Managing and developing staff through implementation of Council human resource and Work Health and Safety systems. 9. Ensure Council's Art Gallery is effectively managed to achieve the visual arts program funded in the Delivery / Operations Plan and as required under Council's Policies and Procedures 10. Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time – 	
Key Values and Behaviours	
As a values-based organisation, Council demonstrates its values through workplace	

behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's key values and behaviours are listed below:

- Leadership – leads by example, inspiring and motivating via constructive feedback and recognition
- High Performance – encourages high performance by coaching, developing and managing people effectively
- Integrity and Respect – is honest and trustworthy, behaving ethically and transparently
- Ownership - takes responsibility for actions and accepts accountability
- Engagement - has positive working relationships with others and works as part of a team
- High Performance - pursues performance excellence and continually looks for improvement
- Customer Focus - demonstrates a customer centric approach towards internal and/or external customers
- Safety - works safely, in accordance with Council's Work Health and Safety policy and procedures
- Equal Employment Opportunity (EEO) – complies with EEO principles

Work Health and Safety Responsibilities

All employees are responsible for WHS for Orange City Council and their duties include:

- Taking all practical measures to ensure that any workplace under their control is safe and without risk to health
- Implementing, monitoring and reviewing Council's WHS Management System's programs and procedures
- Following Council's Risk Management procedures to minimise WHS risks
- Conducting periodic workplace inspections
- Reviewing WHS reports and inspections, and following up on recommendations
- Participating in incident investigations as required
- Coordinating and participating in the WHS consultation mechanisms used throughout Council
- Ensuring effective communication with Contractors to reduce risks
- Ensuring the development and implementation of the WHS Project Delivery / Operations Plan where applicable

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Operational Delivery Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

Signed by Employee:
(acknowledging they have read and understood):

Date Signed:	
---------------------	--