



ACE OPEN

Lion Arts Centre
North Terrace (West End)
Kaurna Yarta
Adelaide SA 5000

POSITION DESCRIPTION

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Position Title:	Executive Director
Position Type:	The Executive Director position is a full-time, fixed-term role until 31 December 2022. It will be reviewed subject to continued funding.
Reporting Structure:	Reporting to the ACE Open Board through the Chair. Direct reports: Marketing Manager, Finance and Administration Officer, Contractors / Casual Staff.
Key Relationships:	Internal: Board, Artistic Director, Staff and Volunteers. External: Donors, Suppliers / Contractors, Curators, Funding Bodies, Lenders, other Arts organisations and Media.
Location:	The position is located at ACE Open, Lions Arts Centre, North Terrace (West End), Kaurna Yarta, Adelaide SA 5000
Hours:	Normal working hours are Monday to Friday 9am to 5pm. After hours work is expected in hosting ACE Open functions and attending exhibitions, industry events, Board meetings and stakeholder meetings. Gallery Hours: 11 – 4 – Tuesday - Saturday

POSITION PURPOSE

The Executive Director position is both strategic and 'hands on'. It works in collaboration with the Artistic Director to lead ACE Open. Together, they are the public face of the organisation.

The position is responsible for developing and implementing the strategic vision for ACE Open and for development and management of its business and operational model. It contributes to the artistic vision and programming in collaboration with the Artistic Director.

With a focus on developing and overseeing strategic, efficient and compliant business operations, the Executive Director is responsible for ensuring ACE Open's business model supports the organisation's long-term financial sustainability to enable its artistic objectives to be met. Primarily this is to support the careers of early-practice and mid-career artists and develop and present risk-taking contemporary art practice to diverse audiences.

The Executive Director is responsible for developing, implementing and advancing strategic fundraising initiatives and sourcing grants that will increase the financial vitality of the organisation.

The Executive Director works in collaboration with the Artistic Director to foster and maintain key stakeholder relationships including the Board of Directors, funding agencies, industry partners and stakeholders, sponsors, philanthropic foundations and trusts, and private patrons.



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KEY RESPONSIBILITIES

<p>Strategy and Leadership</p>	<ul style="list-style-type: none"> • Strategically represent the organisation locally, nationally and internationally within the contemporary visual arts sector and cultural sector generally, including public, private, corporate and government stakeholders (in collaboration with the Artistic Director - AD). • In consultation with the Board, Artistic Director and Staff, develop and implement a Strategic Plan to fulfill the organisation's Vision and Mission and ensure future financial stability and operational effectiveness. • Proactively identify, lead and develop income for the organisation through (but not limited to) government grants, philanthropy and retail revenue streams. • Champion the support of local, national and international contemporary artists through exhibitions and professional development opportunities (in collaboration with the AD). • Demonstrate effective leadership to all staff of the ACE Open team and develop a values-based culture that enables effective achievement of the organisation's Vision and Mission.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Develop and implement annual budget and business plans in line with the relevant program, organisational and funding strategies to deliver outcomes that are consistent with the organisation's Vision and Mission. • Develop, implement and maintain robust financial systems and processes to ensure effective budget management, strong financial controls, compliance and provision of accurate financial information. • Manage the external audit process and oversee accounts management, including accounts payable and receivable and staff pay. • Effectively monitor and report on organisational outcomes, including financial and operating performance, organisational compliance, and audience attendance. • Provide accurate and compliant financial and organisational reporting to funding bodies and government agencies as required. • Oversee all funding applications, artistic and financial acquittals, and preparation of annual reports. • Be responsible for financial modelling, preparation of annual budgets, tracking the exhibition and program budgets and overall financial performance of ACE Open against budget.



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<p>Grants, Revenue and Fundraising</p>	<p>In collaboration with the Artistic Director and staff:</p> <ul style="list-style-type: none"> • Lead and prepare the annual and multiyear funding applications to the State Government of South Australia, Australia Council and other bodies as identified. • Prepare core funding submissions and funding/grant acquittals, and liaise with funding bodies and government agencies. • Develop, implement and lead the success of funding strategies required to deliver the organisation’s business plan outcomes. • Identify opportunities for growing revenue and initiate new strategic fundraising initiatives and partnerships that will advance the artistic and financial position of the organisation and strengthen its capacity for future expansion and growth. • Cultivate and steward relationships with funding body stakeholders, sponsors, philanthropic organisations, patrons and donors. • Develop opportunities for retail sales where appropriate. • Work proactively with the Investment sub-committee to manage the Porter Street Investment Fund.
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Lead a positive working environment that engages and retains high performing, appropriately skilled staff. • Ensure a safe working environment, with policies and procedures that are legislatively compliant. • Be responsible, through transparent and strong governance systems and legal requirements, for the recruitment, appointment and review of all staff positions below the Executive Director position. • Ensure appropriate legal contracts are entered into with all external personnel and agencies including publishing agreements, exhibiting artists, curators, organisations, writers, studio artists and artists in residence. • Ensure the ongoing development of workforce capacity by providing access to appropriate development and training opportunities for staff. • Maintain the appropriate organisational structure and resources to enable the achievement of the ACE Open objectives. • Undertake regular performance planning, development and review conversations with staff including at least one formal annual review meeting to discuss future directions and requirements. • Manage and review annually, the human resources systems and policies, including staff induction and volunteer management.



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<p>Stakeholder Relationship Management</p>	<ul style="list-style-type: none"> • Develop and implement a strategy for audience development and engagement (in collaboration with the AD). • Develop an active engagement program to foster ongoing and long-term support from donors, the community and stakeholders of ACE Open (in collaboration with the AD). • Represent, advocate and promote the activities, programs and objectives of ACE Open in the media and public forums to enhance its public reputation and to develop broader audiences. • Maintain effective and credible relationships with Government agencies at Local, State and Federal levels to ensure growth in support of ACE Open (in collaboration with the AD). • Develop and manage strategic relationships with key stakeholders within the private sector to attract financial and in-kind support from donors, sponsors and philanthropists (in collaboration with the AD). • Establish and maintain productive working relationships with key stakeholders including the Board and Artistic Director that enable collaboration and dual leadership across the organisation.
<p>Exhibitions and Program</p>	<p>Working collaboratively with the Artistic Director:</p> <ul style="list-style-type: none"> • Lead the development and advancement of the Studio Program as ACE Open's high-profile annual flagship program (in collaboration with the AD and Program Manager). • Establish initiatives that provide opportunities for artists in line with the Constitutional requirements of income earned from the Porter Street Fund. • Establish and maintain relationships with individuals, networks and organisations to enable partnerships that will enhance ACE Open's programs.
<p>Marketing and Communications</p>	<ul style="list-style-type: none"> • Provide strategic input and oversight of Marketing, Campaigns and Communications by providing leadership, coaching, support and guidance to the Marketing and Communications Manager that enables the organisation to: <ul style="list-style-type: none"> ○ Achieve positive media relations and maintain strong corporate branding by contributing strategically to all aspects of marketing ○ Deliver marketing strategies, including digital strategies, that grow visitation and increase audiences ○ Produce promotional material for exhibitions and programs including invitations, catalogues, media releases, brochures and advertising. • Develop and implement effective campaigns to support fundraising activities.



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**Operational
Management &
Governance**

- Work closely with the Board and provide high quality advice and guidance to ensure the effective management of the organisation.
- Attend Board meetings, reporting on the activities, programs and financial status and progress of ACE Open in achieving its strategic objectives.
- Lead development of the Annual Report.
- Ensure program planning and all undertakings are consistent with approved policies and budget parameters approved by the Board.
- Ensure organisational adherence to all compliance and statutory obligations.
- Ensure information and advice to the Board is provided with full disclosure, transparency, accuracy and in a timely fashion at all times.
- Proactively manage and care for all administration matters pertaining to the Porter Street Fund.
- Raise key risks and significant issues affecting the organisation at the earliest convenience with the Board.
- Ensure mandatory reporting of any WH&S matters or workplace issues affecting staff or patrons immediately to the Board through the Chair.
- Develop and implement efficient and effective governance, risk management and administrative processes and systems across the organisation that enable effective and efficient support to the organisation's operations, including maintaining a risk register and implementing appropriate risk mitigation strategies.
- Manage the organisation's legal and statutory compliance requirements (e.g. liquor licensing and WH&S).

Note: The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position of this level.



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KEY SELECTION CRITERIA

Qualifications

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A relevant tertiary qualification such as a *Degree in Arts Management, Art History or Visual Arts*.

Essential Competencies and Attributes

- Demonstrated successful leadership in a similar role with a strong track record in running a contemporary visual arts organisation.
- Proven capacity to work collaboratively in partnership with Artistic Directors and effectively within a leadership team.
- The ability to be the public face of the organisation including possessing established networks relevant to perform the role effectively.
- Experience in fundraising, writing grants and successfully developing and stewarding patronage and partnership relationships.
- Demonstrated financial literacy and proven experience in financial and budget management that enables overall strategic and daily responsibility for prudent management of the organisation's finances.
- Well-developed skills in fostering and managing productive stakeholder relationships based on mutual respect.
- Excellent people leadership skills, with sound knowledge of contemporary human resource management practice, procedures and protocols.
- Excellent verbal and written communication skills, with a strong eye for detail and including development of strategic and business plans and marketing and communications plans.
- Strong ability to build networks in the South Australian arts, business and government sector.
- Demonstrated understanding and interest in contemporary art and visual culture with strong networks in the sector.
- A high level of IT literacy specifically in the Microsoft Office suite of programs and preferably with database programs and Xero.
- Proven ability to operate with flexibility, multi-task, plan and prioritise effectively.
- Demonstrated high level of self-motivation to achieve organisational outcomes.
- A demonstrated willingness to be 'hands on' as is required in a small and dynamic team.