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**POSITION: GENERAL MANAGER**

- Organisation:** **Centre for Contemporary Photography (CCP)**  
CCP is a not-for-profit, membership organisation and public art gallery representing contemporary photography through a range of exhibition and education programs. For further information please go to [www.ccp.org.au](http://www.ccp.org.au)
- Remuneration:** \$60,000 full-time plus employer superannuation contribution at legislated government rates of 9%.
- Accountability:** The **General Manager** is employed by, and is responsible to, the Director and the Board of Management of Centre for Contemporary Photography.
- Employment type:** Subject to the terms and conditions set out in the Employment Agreement, the appointment is permanent full time employment subject to termination by either party by the giving of written notice in accordance with the National Employment Standards under the Fair Work Act 2009 (Cth), with an initial six-month probationary period.
- Location:** The position of **General Manager** is located at Centre for Contemporary Photography, 404 George Street, Fitzroy, VIC 3065.
- Hours:** Monday – Friday, 10am – 6pm. Some weekend work and attendance at all openings, board meetings and other nominated functions is also required.
- Closing date:** **Monday 19 August**
- Notification of interviews:** Thursday 22 August
- Interviews:** Monday 26 August
- Commencement:** As soon as practicable

## **POSITION SUMMARY**

The role is for a professional in the visual arts and/or not for profit sector who aims to make a difference in a small arts organisation.

The **General Manager** has six key responsibilities:

1. Oversee CCP's finances.
2. Regular reporting to Arts Victoria and the Australia Council.
3. Collaborate with the Director to both shape the fundraising strategy and drive it to ensure CCP can meet its funding objectives.
4. Develop and drive the marketing strategy to meet CCP's strategic objectives.
5. Ensure the efficient and effective running of CCP operations.
6. Effectively manage a five-person team.

## **ORGANISATIONAL RELATIONSHIPS**

### **INTERNAL:**

- The General Manager reports to the Director and CCP Board on financial matters.
- The following positions report directly to the General Manager:
  - Front of House Manager
  - Design and Communications Coordinator
  - Bookkeeper
  - Casual and contract staff
- The following staff also report to the General Manager in regards to employment and project management:
  - Managing Curator
  - Associate Curator

### **EXTERNAL:**

Arts Victoria, Australia Council, sponsors, business development associates, donors, public galleries and professional associations, gallery suppliers, contractors and consultants.

## **DUTIES AND RESPONSIBILITIES**

Working closely with the Director and reporting to the Board on financial matters, the General Manager is responsible for the overall financial management of CCP including development of the annual budget and project budgets in consultation with the Director; annual audit and preparation of financials for Board reports; ensuring all reporting and acquittals for funding and contractual obligations and compliance are met according to agreed payment schedules and timelines; driving the fundraising strategy; managing the operations and staff of CCP, and collaborating with the Director to deliver and oversee the organisation's programs.

This requires:

- Engaging with the Fundraising sub-committee of the Board and the Director to understand CCP's funding requirements and strategy.
- Identifying and developing fund raising prospects, incorporating government and private sector sources of funding and building productive relationships with potential sponsors (corporate, foundation, individuals).
- Leveraging CCP's networks and programs to create sponsorship properties.
- Managing and developing your team.
- Ensuring business operations are best practice, including all compliance and legal obligations.
- Overseeing the Bookkeeper to ensure good financial management of CCP for the purposes of meeting regulatory, Board and supplier requirements.

## SELECTION CRITERIA

### EXPERIENCE

- A proven track record in professional arts management including successful fund raising and advocacy through government, philanthropic and corporate settings.
- A proven track record in financial management, reporting, budgets, acquittals and audits.
- Experience with online marketing and social media to both build audiences and awareness.
- Successfully led small teams in a fast-paced and resource constrained environment.

### KNOWLEDGE/SKILLS

- Strong commercial skills.
- Experience with MYOB accounting software in an Apple environment.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated passion for contemporary photographic art and supporting artistic practice.
- Understanding of the small to medium arts and/or not-for-profit sectors.
- Ability to successfully encourage an inclusive, collaborative and team-focused workplace.
- Strong administrative and project management skills.
- Understanding of social media channels and strategies.

### EDUCATION

- Tertiary qualification in Art History/Fine Arts, Curatorial/Museum Studies and/or Business Management

## APPLICATIONS

- Applicants must address the Selection Criteria and provide a current curriculum vitae with the names and contact details of two professional referees.
- Applications that do not address the Selection Criteria **WILL NOT** be considered.
- Email applications accepted in PDF only.
- Please do not send unique materials as applications **WILL NOT** be returned.
- Applications are due by close of business on **Monday 19 August 2013**.
- Applicants will be informed if they have an interview by Thursday 22 August and interviews will take place on Monday 26 August 2013.

Applications are to be addressed to:

### **Naomi Cass**

Director

Centre for Contemporary Photography

404 George Street

Fitzroy Victoria 3065

naomicass@ccp.org.au

## ENQUIRIES

Enquiries about the position can be made to the Director on: (03) 9417 1549