



FOOTSCRAY
COMMUNITY
ARTS
CENTRE

Executive Director 2019 Application Package



Image by Jody Haines

Applications Close: 5pm, Friday 23 August 2019

Position Description: Executive Director

- Reports to:** FCAC Board of Directors
- Direct Reports:** Marketing and Engagement Manager, Facilities and Resources Manager, ArtLife Manager and Finance Manager.
- Oversees:** Business operations including finance and funding, human resource management, risk management, corporate governance and strategy, facilities, and compliance and regulatory requirements.

Key Relationships

- Internal:** Artistic Director, Executive Management Team, Cultural Facilities Team, Marketing and Communications Team, ArtLife Team and FCAC Board.
- External:** Arts, cultural and community sectors, related industry stakeholders and organisations, FCAC communities of focus, individual and business partners, government and non-government stakeholders.

Summary

The Executive Director (ED) and Artistic Director (AD) are new leadership positions, created to jointly lead FCAC and share responsibility for FCAC achieving organisational objectives. Each will have lead accountabilities within the scope of their role, supported by a strong consensus decision making framework between both positions. Both will be comfortable working with a high degree of responsibility, flexibility, and adaptability in a dynamic, fast-paced, generative and exciting environment.

The Executive Director (ED) is responsible for leading the development and implementation of FCAC's business, operations, governance and strategy including the management of core funding relationships. The ED is a strategic thinker, committed to developing systems and processes that not only ensure FCAC's financial sustainability in the future, but provide a model for other organisations to conduct business in a community-engaged arts framework. The ED will have experience in leading robust and transparent organisational governance frameworks, and a demonstrated commitment to best practice values-based human resource management.



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FCAC's Executive Director will:

- Contribute to the sustainability, legacy and success of Australia's longest running and leading community-engaged, contemporary arts centre, where the focus is on supporting and presenting work that is representative of political, social and cultural commentary in a contemporary Australian context.
- Collaborate with the Artistic Director (AD) to lead a dynamic and generative cultural facility that is locally, nationally and internationally significant.
- Develop leading practices in not for profit management, corporate governance, and person-centric frameworks for all areas of the business.
- Lead the regular review and ongoing delivery of FCAC's vision, mission and activities within a new strategic planning context (2020-2024).
- Ensure FCAC is able to realise its full potential by leading financial and operational excellence across all areas of the business.
- Work with and develop a passionate, dedicated, respected and highly engaged team of people who work with communities and artists on a daily basis.

Attributes:

The Executive Director will be driven to develop and implement robust corporate governance, business and management systems to underpin community engaged artist practice. They will have five or more years of experience in arts management, with proven ability in a leadership capacity.

The ED will be passionate about developing strong collaborative relationships within FCAC and the broader community, and will excel at mentoring and fostering emerging arts managers. They will have strong project management skills, thrive under pressure and be able to navigate complex relationships and competing priorities.

The ED will be committed to developing a strong collaborative partnership with the Artistic Director, working to complement their skills and working style.



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Position Accountabilities

The Executive Director will assume responsibility for the following:

Strategy, Planning and Leadership	<ul style="list-style-type: none">• Lead the management of FCAC's business, HR and governance processes.• In partnership with the AD and FCAC Board, lead the development of the FCAC Strategic Plan 2020 - 2024.• Lead a strong, dynamic and creative entrepreneurial agenda.• Identify and explore opportunities to promote FCAC's activities to potential strategic partners to advance FCAC's sustainability and organisational growth.• Ensure FCAC contributes to the broader policy directions of government and other bodies.• Provide leadership to FCAC staff by modelling best-practice approaches to working in a community-engaged arts context.
Artistic Program Development and Execution	<ul style="list-style-type: none">• Support the AD to execute the artistic direction of FCAC by developing robust budget and project management modelling and internal processes.• Support the AD to execute and develop FCAC's artistic direction and framework by contributing to strategy discussions and advising on risk.
Financial Management and Sustainability	<ul style="list-style-type: none">• Develop and implement a sustainable financial strategy for FCAC's financial resources through financial planning and analysis.• Prepare financial reports and budgets for approval by the FCAC Board.• Plan and monitor annual budgets and cash flow reports, providing regular, reliable and analytical internal reports.• Model best-practice approaches to financial management to FCAC Staff, and build the financial literacy of the team including ensuring budget delegations to staff are supported by clear processes and advice,• Maintain and annually review an appropriate Chart of Accounts to enable proper recording and reporting of all financial activities.• Maintain effective, accessible and compliant financial record-keeping.• Oversee the timely and efficient administration of all banking operations both manual and online, including the electronic payroll, account scheduling and authorisation.• Ensure appropriate tax and not-for-profit financial regulations are met including all reporting associated with retaining DGR and charity status.

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Human Resources Management	<ul style="list-style-type: none">• In partnership with the AD, foster a positive work culture within FCAC, including the implementation of effective communications with all staff, including vital strategic and operational areas identified at Executive Management Team meetings.• In partnership with the AD, oversee actions associated with the annual Staff Cultural Audit Survey, as well as administer the survey.• Lead the FCAC Marketing and Cultural Facilities Teams in professional development opportunities, reflection and continuous development whilst ensuring the maintenance of a positive working environment.• Effectively supervise and manage direct reports to foster a culture of initiative and collaboration (see Organisational Chart) including effective work plans are in place with clear KPI's and deliverables through the performance review process.• Manage human resources including all documentation, policy and procedures, ensuring compliance with federal and state laws and maintenance of records.• Manage and oversee staff recruitment, induction and relevant performance reviews ensuring all staff are issued the current employment policy and are updated when changes occur, ensuring strong and consistent orientation and exit processes for all staff, contractors, volunteers and interns• Maintain accurate staff records including salary, annual leave, sick leave, time in lieu, timesheets (where relevant) and monitor leave and time in lieu accruals. Manage critical incidents in-line with relevant FCAC and industry policies and procedures when required.
Reporting and Compliance	<ul style="list-style-type: none">• Maintain current knowledge of FCAC's corporate, financial and cultural environment, and implement relevant policies and procedures to ensure FCAC complies with all relevant legislation and funding requirements.• Oversee the timely lodgement and provision of all necessary compliance requirements to Board and external agencies, including in relation to PAYG, BAS, audits, insurances and financial statements.• Provide financial management reports for the subcommittees and Board meetings, and end-of-year financial statements for audit and inclusion in the Annual Report.• Maintain effective deed, contract and grant record-keeping, including creating and monitoring a reporting and acquittals schedule, to ensure that all external contractual obligations are met.• Maintain an appropriate level of coverage for all business insurance policies including WorkCover, public liability, assets and office equipment.• Advise staff on the contracting of casual staff and contractors (artists, artist tutors, associated producers, production and technical staff) and for any touring related projects or opportunities.• Oversee the completion and lodgement of compliance reporting to relevant government bodies including the Department of Health and Human Services (DHHS) and National Disability Insurance Scheme (NDIS)

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	<ul style="list-style-type: none">• In partnership with the AD, maintain effective professional relationships with external bodies such as arts funding agencies, creditors and debtors, as well as service providers (insurance agencies, banks, auditors and lawyers).• Maintain all legal agreements (including, but not limited to, license agreements, insurance agreements, tenant rental agreements, venue and equipment hire agreements, commission and license agreements, artist agreements, contractor agreements, employee agreements), ensuring they are comprehensive, up-to-date and reflect the current requirements of any relevant laws and FCAC.• In close consultation with the AD, ensure that FCAC's policies and procedures are comprehensive, up-to-date and accessible to all staff, artistic personnel, tenants and hirers, relevant contractors, funding bodies and other stakeholders.• Manage and maintain FCAC's Risk Register, reflective of the organisation's position and operating context (internal and external) with clear actions as required.
Enterprise	<ul style="list-style-type: none">• In collaboration with the AD, lead strategies to develop and increase self-generated revenue through FCAC's cultural facilities and other activities.• Ensure that fee-for-service activities including Arts Learning, ArtLife (NDIS) and venue hire are sustainable and successful in meeting targets and KPI's along with the development of new income streams in line with strategic goals, vision and mission.• Monitor FCAC's compliance with the NDIS Terms of Business and profitability of the ArtLife program.• In collaboration with the AD, lead research and development of sponsorship proposals with organisations that align to FCAC's core values.



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Cultural Facility	<ul style="list-style-type: none">• In partnership with the AD, ensure that FCAC is a welcoming, accessible and high functioning physical space for artists, communities, audiences, program participants and visitors, by implementing clear and consistent policies, procedures and contractual agreements.• Ensure FCAC's Asset Register and Depreciation Schedule is comprehensive and up-to-date.• Ensure Occupational Health and Safety requirements are in place for all staff and visitors to FCAC.• Ensure all fees and services (venue, bar, performance space, box office, venue and hire agreements) are up to date, benchmarked against industry standards and represented appropriately in both fee-for-service and in-kind contexts.
Partnerships and Collaboration	<ul style="list-style-type: none">• Develop and maintain effective and productive relationships with FCAC's core funding stakeholders, communities, arts, cultural and community sectors, relevant government and non-government stakeholders, local, national and international potential and existing partners.• Identify and explore opportunities for promotion of FCAC's activities and for strategic partnerships with stakeholders in order to enhance its sustainability and support its growth and reputation in collaboration with the AD.• Prepare grant applications and sponsorship proposals in collaboration with the AD.





Image by Jessica Ibacache

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Terms and Conditions

- This is a full-time position based at 45 Moreland St, Footscray (centrally located 10 mins from Melbourne's CBD). It is expected that the Executive Director will work the hours required to successfully deliver the responsibilities of the position. This will, at times, include evening and weekend work for which overtime will not be paid.
- The incumbent will be appointed for a fixed-term of three (3) years dependent on funding. A 6 month probation period applies.
- The Executive Director will enter into an employment contract, which sets out all terms and conditions of employment including remuneration, superannuation and leave loading.
- Flexible working arrangements are available and encouraged as long as workloads are being met and all negotiations and arrangements are made with the Board.
- A laptop will be provided for the duration of employment with FCAC.
- The successful candidate will undertake a police check and working with children check, at own expense and present this to FCAC upon signing of Employee Contract.

Selection Criteria

Candidates are asked to reply to each of the following criteria. Candidates should outline their relevant experience at a senior level, using examples where relevant to illustrate their experience.

1. A successful track record and acknowledged reputation in the arts sector as a leading arts business manager and administrator.
2. A demonstrated understanding of the local, national and, ideally, international sector landscape.
3. A high level of personal integrity and demonstrated understanding of, and alignment to FCAC's core goals and values.
4. Demonstrated skills and experience in delivering high quality outcomes for organisations including human resource, policy, governance, business and financial systems and management.
5. Demonstrated experience in developing and managing teams, and improving organisational culture.
6. High level financial management skills, including the ability to develop and deliver budgets, financial statements and reports.
7. Demonstrated experience in reporting and compliance in an organisational context.
8. Excellent relationship-building, partnership development and networking skills, including experience in securing and maintaining funding relationships - including government, corporate, philanthropic or individual sources.
9. A highly articulate communicator and excellent connector with a strong capacity to engage a diverse range of stakeholders, including strong negotiation skills.
10. Demonstrated experience and understanding of venue or arts centre management

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How to Apply

Your application must consist of:

- A cover letter;
- Responses to the selection criteria;
- CV;
- The names and contact details of three professional referees.

Please email your applications as a single PDF with your name and the position title as the document's name to applications@footscrayarts.com by 5pm, Friday 23 August 2019.

Recruitment Timeline

5pm, Friday 23 August 2019	Applications close Applications will not be accepted after this time. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
Afternoon of Wednesday 4 September 2019	Stage 1: Interview Interviews will take place at Footscray Community Arts Centre. If you already know that you are unavailable at this time, you must mention this in your covering letter.
Evening of Thursday 12 September 2019.	Stage 2 - Presentation to FCAC Board If successful in proceeding to the second stage, you will invited to present to the FCAC Board at Footscray Community Arts Centre. If you already know that you are unavailable at this time, you must mention this in your covering letter.
By 17 September 2019	Referee checks and offer made.

Further Information

Should you have additional questions regarding the role, please contact Jason Rostant, FCAC Chair by email at applications@footscrayarts.com.



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About FCAC



Image by Sneharcho Ghosh

Footscray Community Arts Centre (FCAC) specialises in listening, nurturing, creating and presenting contemporary arts in collaboration with its communities of focus; First Nations, culturally and linguistically diverse, LGBTIQ+, artists with a disability, and arts workers of Melbourne's west. As Australia's longest running community arts centre (45 years), FCAC has fostered generations of artists and cultural leaders; providing a culturally safe and creative place for diverse communities of Melbourne's west. FCAC is located in a region comprising six local government authorities, and a population representing 130 distinct ethnicities speaking over 150 languages.

FCAC's Program

1. Core Programs: long-term, strategic and high impact

Indigenous Cultural Program (ICP)

FCAC's ICP encompasses diverse art forms, projects and events that engage artists and audiences from Aboriginal and Torres Strait Islander communities. ICP is developed in collaboration with community and curated by FCAC's Elders in Residence and Indigenous Advisory Group (IAG), and provides a platform for Indigenous artists, recognising and showcasing their powerful art making as the First Peoples of Australia.

ArtLife

With a 20-year legacy, ArtLife is a multidisciplinary arts program for adults with intellectual disability. FCAC has reimaged this program following the implementation of the National Disability Insurance Scheme (NDIS). Over the next four years ArtLife will expand its year-long multi-arts workshop program to include mentorships, residencies, artistic exchanges and presentation in the broader arts industry as a registered NDIS provider.

Arts Leadership

Arts Leadership is a suite of arts industry skills programs that encompass mentoring, capacity building, industry pathways and network development for the next generation of arts and cultural leaders. At the core of this program is Emerging Cultural Leaders (ECL), a flagship 6-month skills development program.

2. Creative Initiatives

- Creative Initiatives delivered in partnership with community and industry including: Festivals: produced and supported e.g. Due West Art Festival
- Artists and Companies in Residence e.g. Brown Cab Productions and tilde Trans and Gender Diverse Film Festival
- Women Art Politics e.g. year-long exhibitions and performances
- West Writers: literary residency program and partnerships e.g. Melbourne Writers Festival and Emerging Writers Festival

3. Arts Learning

Multidisciplinary artist-led workshops, creating pathways for community members of all ages and backgrounds to inspire art-making and creative practice.

4. Cultural Tenancy and Events

Long and short-term tenancies complementing FCAC's operations and venue hire for not-for-profit and commercial events.

About Us

Organisational Chart

FCAC has a core team of 20FTE, with an additional 30 casual facilitators, artists and venue staff.

