



EXECUTIVE DIRECTOR POSITION REQUIREMENTS

Applications are invited for the above position. Applicants are requested to address the selection criteria below and provide your current CV and the names of two referees.

TERMS OF CONTRACT

This is a full-time position with a salary range package of \$83,000-\$88,000 plus superannuation and a vehicle. Conditions and entitlements are set out in the Contract of Employment.

LOCATION

The ANW office is based in Glen Innes and the ED is expected to travel throughout the New England North West region.

POSITION SUMMARY

Working in a small team and answering to the Board of Management, the ED is responsible for the overall day-to-day management of the organisation including:

- Developing and managing a comprehensive Strategic Plan for the development of arts and cultural activities across the New England North West region;
- Developing and maintaining effective communication and working relationships with contributing local government authorities and key stakeholders;
- Brokering and facilitating partnerships and providing support and advice to artists and arts organisations;
- Managing all administrative and operational functions of the organisation including finance, personnel, programs, projects and organisational policies.

SELECTION CRITERIA

The successful applicant will be based in the New England North West, have excellent administration and management skills, be self-motivated and have extensive knowledge of the not-for-profit arts sector. They will have the ability to work with a diverse range of individuals and groups across a broad section of the community. The position requires outstanding interpersonal skills, an understanding of arts and cultural development and have experience working with government funding bodies. Flexible hours and extensive regional travel will be expected.

Essential Criteria:

1. Relevant tertiary qualifications and/or extensive experience in arts advocacy/ community development.
2. Demonstrated experience in stakeholder consultation and engagement and community outreach with the ability to build positive and collaborative partnerships.
3. Excellent oral and written communication skills in developing and delivering public communications as well as in the development of executive reports, lobbying decision makers, briefings and submission writing.
4. Experience in financial processes and management, including the analysis and interpretation of financial information and the development, forecasting and monitoring of budgets.
5. Demonstrated high level administrative and management skill, including: strong people management skills and general operations management; an ability to meet tight deadlines; project management experience; prioritising tasks and working with diverse stakeholders.
6. Demonstrated understanding of the complexities of the regional arts sector, across various artforms.
7. Solid understanding of governance in the non-for-profit sector.
8. Ability to prioritise work, meet deadlines, work flexible hours and travel around the region.
9. A current driver's license.

APPLICATIONS PROCESS:

Further position details and general information regarding the organisation may be located on the Arts North West website at www.artsnw.com.au. Enquiries regarding the position may be directed to Anna Watt, Chair Arts North West by email to awatt@gisc.nsw.gov.au or by phone 0429 779 755.

Please send your cover letter, CV and response to the Selection Criteria (marked CONFIDENTIAL) via email to Anna Watt awatt@gisc.nsw.gov.au

Closing date: 9.00am on Monday 30 May 2022

Job interviews will be held Wednesday 8 June in Armidale.



POSITION DESCRIPTION

EXECUTIVE DIRECTOR (ED)

Full time (35 hours per week)

ORGANISATIONAL RELATIONSHIPS

Reports to: Chair, Arts North West Board
Works with: Arts North West Staff

OVERVIEW

Based in Glen Innes, Arts North West (ANW) is the Regional Arts Development Organisation (RADO) for the New England North West of NSW. ANW is supported by the NSW Government through Create NSW and the partnership of 11 local government authorities.

ANW facilitates the development of arts and cultural projects and initiatives across the region, building a rich cultural landscape in the New England North West and increasing participation in arts and cultural activities. ANW plays a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region.

ANW Vision

A rich cultural landscape in the New England North West of NSW.

ANW Mission

To generate creative opportunities in the New England North West of NSW.

ANW Core objectives

- Develop, broaden our diverse audiences and their participation in arts and cultural activities;
- Grow and support community cultural capacity;
- Forge strong partnerships and networks across the region;
- Provide sound and effective corporate governance to ensure a sustainable organisation.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present.



Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West
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SUMMARY OF POSITION

The ED is responsible for the overall day-to-day management of ANW including:

- Developing and managing a comprehensive Strategic Plan for the development of arts and cultural activities across the New England North West region;
- Developing and maintaining effective communication and working relationships with contributing local government authorities and key stakeholders;
- Brokering and facilitating partnerships and providing support and advice to artists and arts organisations;
- Managing all administrative and operational functions of the organisation including finance, personnel, programs, projects and organisational policies.

DUTIES

Working in accordance with the above mission and objectives and the ANW Strategic Plan, the ED will work to fulfil the following accountabilities:

1. Governance

Activities	Performance Benchmark
<ul style="list-style-type: none">▪ Develop and deliver Operational Plans for the organisation consistent with the Strategic Plan of ANW	<ul style="list-style-type: none">▪ Strategic and Operational Plans for ANW are reviewed annually
<ul style="list-style-type: none">▪ Ensure that service activities, programs and projects are established and maintained in accordance with ANW's WHS, QA and Risk Management frameworks	<ul style="list-style-type: none">▪ All policies and procedures are adhered to. Risks are reviewed and risk minimisation strategies are developed and regularly reviewed
<ul style="list-style-type: none">▪ Monitor service and project outcomes to ensure ANW meets the principles of governing legislation including the governing Legislation, Confidentiality and Privacy laws etc.	<ul style="list-style-type: none">▪ Service provision and project reports are completed in line with reporting requirements and funding agreements
<ul style="list-style-type: none">▪ Develop and implement policies and procedures in collaboration with the Board to support the effective and efficient delivery of services, programs and projects	<ul style="list-style-type: none">▪ An annual review of policies and procedures occurs and following Board endorsement new or amended policies are put in place
<ul style="list-style-type: none">▪ Manage any grievances that have been escalated in accordance with the ANW policy	<ul style="list-style-type: none">▪ All grievances are responded to within 48 hours
<ul style="list-style-type: none">▪ Identify opportunities to promote and market ANW including: Media, Social Media and Website	<ul style="list-style-type: none">▪ Marketing plan is established and reviewed every six (6) months or as required for specific projects
<ul style="list-style-type: none">▪ Provide accurate and timely reporting to the ANW Board including: agendas, minutes, financial and operational reports, other general information deemed as necessary	<ul style="list-style-type: none">▪ Reports are provided prior to Board Meetings or as required / requested
<ul style="list-style-type: none">▪ Supervise and manage Annual General Meeting processes	<ul style="list-style-type: none">▪ Annual General Meeting is held on time with provision of required reports and documents
<ul style="list-style-type: none">▪ Provide annual reporting to contributing councils of the ANW region	<ul style="list-style-type: none">▪ Reporting to contributing councils is provided in a timely manner

2. People Management

Activities	Performance Benchmark
<ul style="list-style-type: none"> Manage the performance of the personnel of ANW including annual performance and remuneration reviews and ongoing supervision in accordance with ANW HR policies and procedures 	<ul style="list-style-type: none"> Staff performance reviews are undertaken within the agreed timeframe with feedback provided on performance throughout the year. Remuneration rates are reviewed annually
<ul style="list-style-type: none"> Manage the recruitment and selection process for members of the ANW team 	<ul style="list-style-type: none"> The recruitment process is undertaken in accordance with agreed ANW policies and procedures

3. Financial management

Activities	Performance Benchmark
<ul style="list-style-type: none"> Prepare annual budgets for ANW in consultation with the Treasurer and Board 	<ul style="list-style-type: none"> Annual budget is prepared and submitted to the Board for approval in November
<ul style="list-style-type: none"> Review expenditure and income reports tracking progress to budget 	<ul style="list-style-type: none"> Expenditure and income are monitored with quarterly financial reports tabled within the Board papers, including explanations for variances
<ul style="list-style-type: none"> Supervise Annual Audit and monthly bookkeeping processes 	<ul style="list-style-type: none"> Annual Audit is completed
<ul style="list-style-type: none"> Prepare and submit funding acquittals 	<ul style="list-style-type: none"> Project acquittals are completed and submitted on time
<ul style="list-style-type: none"> Authorise expenditure in accordance with the parameters of the annual Budget and with Board and ED Delegation Policy 	<ul style="list-style-type: none"> Budget is adhered to with any variances explained

4. Funding Submissions

Activities	Performance Benchmark
<ul style="list-style-type: none"> Develop and submit the Create NSW Multi-Year Funding application with Create NSW including acquittals and annual outcome reporting 	<ul style="list-style-type: none"> Multi-year Funding Application submitted. Acquittals and reporting completed and submitted on time
<ul style="list-style-type: none"> Identify opportunities and attract new revenue or new project funding for ANW 	<ul style="list-style-type: none"> New funding opportunities are identified annually. Applications are submitted in accordance with eligibility criteria and funding requirements
<ul style="list-style-type: none"> Collaborate with external agencies and other third parties around the preparation of joint submissions 	<ul style="list-style-type: none"> Establish pre-submission agreements with external agencies detailing collaborations prior to submission
<ul style="list-style-type: none"> Seek feedback on submitted funding applications to identify areas for improvement or to note best practice 	<ul style="list-style-type: none"> Feedback is sought from funding bodies and a summary is provided to the Board
<ul style="list-style-type: none"> Provide effective liaison with and between contributing councils to maintain funding commitments 	<ul style="list-style-type: none"> Maintain relationships with contributing councils

5. Strategic Planning

Activities	Performance Benchmark
<ul style="list-style-type: none"> Develop and implement Strategic Plan for ANW 	<ul style="list-style-type: none"> ANW Strategic Plan developed
<ul style="list-style-type: none"> Report to Strategic Plan objectives and accountabilities 	<ul style="list-style-type: none"> Objectives and accountabilities within the Strategic Plan are achieved and reported on
<ul style="list-style-type: none"> Identify projects and activities that will link to the operational plan and vision of ANW 	<ul style="list-style-type: none"> Activities and projects are established with ANW vision and values in mind
<ul style="list-style-type: none"> Communicate the purpose and vision of ANW to the arts and non-arts communities 	<ul style="list-style-type: none"> The vision and purpose of ANW is broadly communicated and promoted
<ul style="list-style-type: none"> Demonstrate the link between individual staff contributions and the strategic direction of ANW 	<ul style="list-style-type: none"> Individual team member objectives and plans are established annually

6. Stakeholder Engagement

Activities	Performance Benchmark
<ul style="list-style-type: none"> Develop and maintain relationships with funding bodies and strategic partners 	<ul style="list-style-type: none"> Funding bodies and strategic partners relationships maintained and strengthened
<ul style="list-style-type: none"> Advocate the services and projects of ANW to key stakeholders in the community 	<ul style="list-style-type: none"> Key stakeholders have a high awareness of ANW services and projects
<ul style="list-style-type: none"> Participate in and contribute to industry forums and peak bodies to support the development of the industry and to promote the work of ANW 	<ul style="list-style-type: none"> Attendance at forums and conferences and present where appropriate
<ul style="list-style-type: none"> Engage with and support artists from across the ANW region 	<ul style="list-style-type: none"> Artist engagement is undertaken routinely
<ul style="list-style-type: none"> Provide and/or facilitate professional development opportunities and information to artists within the ANW region 	<ul style="list-style-type: none"> Professional Development and industry support and advice / information is provided to artists
<ul style="list-style-type: none"> Collate and interpret data as required to promote the Arts to Government, funding providers and key stakeholders 	<ul style="list-style-type: none"> Accurate information and data is provided as required to the Arts and Community Sectors

7. Administration

Activities	Performance Benchmark
<ul style="list-style-type: none"> Supervise and delegate administration activities including: general administrative requirements, data base development & management, financial record-keeping, vehicle maintenance, filing, correspondence, IT support, insurance and equipment / resources 	<ul style="list-style-type: none"> Administrative duties and functions are completed to a high standard and within agreed time frames
<ul style="list-style-type: none"> Provide letters of support for projects within the ANW region 	<ul style="list-style-type: none"> Letters of support for projects within the ANW region are provided when relevant.

8. Professional Development

Activities	Performance Benchmark
<ul style="list-style-type: none"> Identify opportunities for professional growth and development and undertake training as specified in the individual development plan 	<ul style="list-style-type: none"> Individual professional development plan is established, reviewed annually and followed through

RELATIONSHIPS

Key Relationships to Position	Purpose of Relationship
Internal:	
Board of Directors	Reporting line for strategic direction, advice, financial and fiduciary monitoring and reporting
Strategic Advisory Council	The Strategic Advisory Council help: <ul style="list-style-type: none"> • advise and develop strategic policy direction and priorities for the Board • monitor and review progress against the agreed priorities • advise on the development of projects and services
Staff	Leadership, supervision, development and support
External:	
Local artists and arts organisations	Ensure that services are aligned to the needs of the local arts community
Funding Bodies	Relationship management, funding submissions and reporting
Councils and Councillors	Relationship management, arts development funding and reporting and provision of advice to ensure local communities have thriving arts and culture
Community and Industry partners	To consult, liaise, seek advice, provide/receive input to, or negotiate services
Regional Arts Network (RADOs)	Share, collaborate and lobby the network's position.
Government agencies	Input to policy development and review
Media	Ensure positive reputation and community support for Arts North West activities

KEY CHALLENGES OF THE POSITION

- Identifying, assessing and securing opportunities of genuine value and acceptable risk to the organisation.
- Formalising partnerships and relationships with external organisations ensuring value (financial and non-financial) to the communities that Arts North West supports.
- Promotion of profile and building credibility within the Arts North West region.
- Management of complex stakeholder relationships essential to the organisation's success.
- Diversification of revenue streams to ensure a sustainable budget position.
- Delivering multiple projects and outcomes across a large geographic area with limited resourcing.



connections
creativity
communities

Our Vision

A rich cultural landscape in the New England North West of NSW.

Our Mission

To generate creative opportunities in the New England North West of NSW.

Core Objectives

- Develop and broaden our diverse audiences and their participation in arts and cultural activities
- Grow and support community cultural capacity
- Forge strong partnerships and networks across the region
- Provide sound and effective corporate governance to ensure a sustainable organisation.



12 Local Government Areas

98,574 km²

from Liverpool Plains in south to Queensland border – west to Narrabri Shire and East on the NE Tablelands.

Total Population

186,389 (ABS 2020)



Arts North West

Based in Glen Innes, Arts North West is the regional arts development organisation for the New England North West of NSW. Arts North West is supported by the NSW Government through Create NSW and the partnership of 12 local government authorities. It is part of the Regional Arts Network comprising 15 organisations in New South Wales, each providing strategic direction for sustainable arts and cultural development in their region.

Arts North West is a robust and vibrant organisation that delivers significant arts and cultural outcomes for its region. Our core business includes a multitude of day to day enquiries, providing immediate and quality advice, information and professional support to artists and organisations, as well as the research, promotion and advocacy we oversee in partnership with our stakeholders. We play a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region.



Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present.

Programs and Activities

Connections

A central resource for all things arts and culture in the New England North West.

2 websites, social media platforms, e-news, e-resources

Stakeholder engagement

Networking events and one-on-one advice sessions



Creativity

Aboriginal Cultural Support Program

Our Aboriginal Projects Officer works with numerous individuals and organisations to deliver projects that support Aboriginal arts and communities in our region.

Arts North West ON TOUR

A regional network of small to medium performing arts venues in the NE/NW coordinated by ANW who promotes and negotiates touring product.

Arts North West Connect

Online and interactive creative arts directory developed in partnership with arts and cultural workers of the NE/NW to better promote their interests in the region's cultural tourism

Enable Arts Network

A network of individuals and organisations who plan and implement a sustainable and supportive platform for arts and disability in the NE/NW region.



Communities

Advice and advocacy

Providing support and services to arts practitioners and workers, covering all art forms: music, visual art, dance, performance art, literature, crafts, digital art.

Professional development workshops

A wide variety of topics including regional arts funding, grant writing, project management, partnership opportunities, arts business development, promotion and marketing.

Assistance to Councils

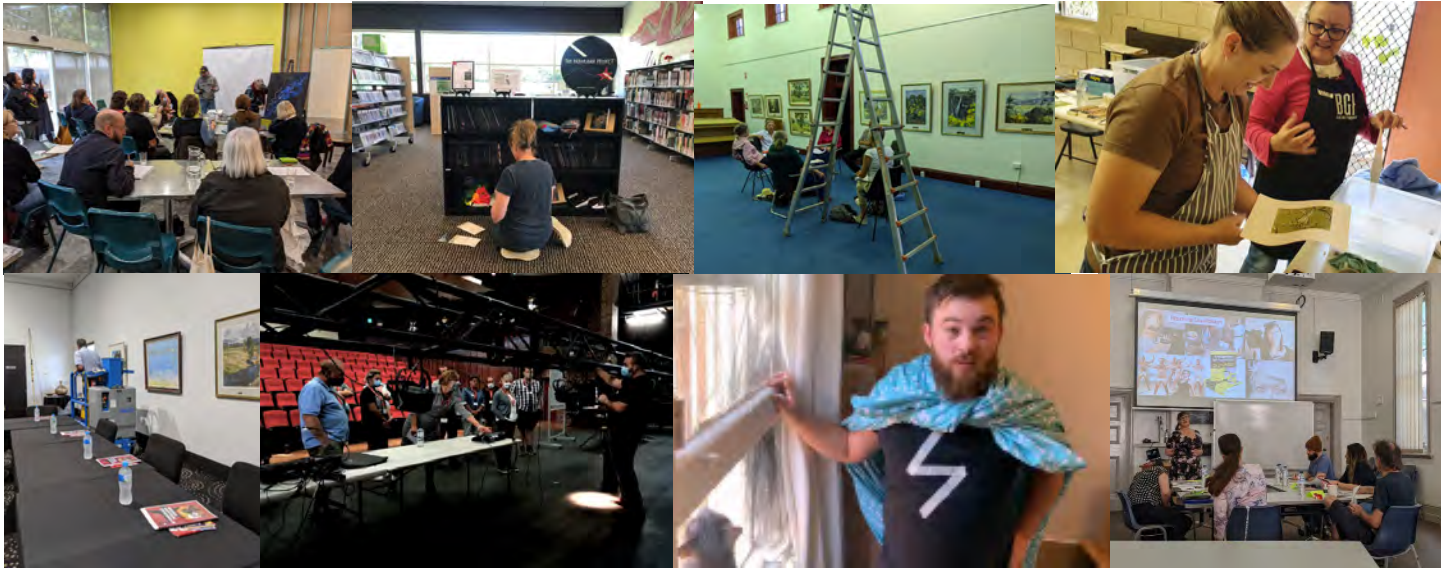
Cultural planning, public art policies and funding initiatives for arts projects.

Funding Programs

Create NSW's Country Arts Support Program and ANW Micro Grants delivers up to \$30,000 in funding to arts projects to the NENW.

Special Projects focussing on community participation

eg *The Panorama Project*, *CreativiTEA*



2021 Arts North West Engagement

Total: **54,957** F2F: 21,427 Digital: 33,530

Constitution, Strategic Plan, Financials and Annual reports

<http://www.artsnw.com.au/organisation-information>

www.artsnw.com.au

www.artsnwconnect.com.au

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