

## POSITION DESCRIPTION

<b>Title:</b>	Chief Operations Officer ( <b>COO</b> )
<b>Position Status:</b>	Permanent part-time from [Date] (0.8 FTE)
<b>Salary</b>	\$98,000 per annum pro-rated to 0.8 FTE + superannuation
<b>Reports to:</b>	From the commencement of the Director (expected in 2026), the Director. In the interim, the Board of Directors
<b>Direct Reports:</b>	Front of House Officers, Contractors, Volunteers, Interns.
<b>Key relationships:</b>	Chair, Treasurer, Secretary, CAGHM Trustees, Bookkeeper, Auditor, Director & Volunteers.

The Castlemaine Art Museum (**CAM**) exhibits an important regional collection spanning both art and historical items. In recent years, CAM's focus has been its artistic vision Weaving Art, Craft and Ideas of the Past and Present. Now recognised as one of Victoria's top 4 regional galleries, CAM has:

- Commissioned contemporary artists, both local and beyond, to interpret and respond to the collection, sparking new connections, reflections and ideas;
- Taken up a distinctive position representing and championing living artists across Central Victoria; and
- Forged robust and ongoing partnerships with the local Jaara people of the Dja Dja Wurrung, and other First Nations people.

While CAM will continue to build its artistic reputation with bold curation. The COO will work with the Director who will lead strategic and business planning and management and ensure operations for CAM's long-term future.

The COO works closely with the Director and the Board and provides high level, values-based leadership across all operational functions to support organisational effectiveness. A key priority of the role is to ensure that all operational functions are highly coordinated and actively support the achievement of the vision, value proposition and strategic goals of CAM.

The COO is responsible for ensuring that CAM's systems and processes optimally support organisational sustainability, accountability and performance. The role will also drive the ongoing development of an organisational culture that embodies CAM's values and promotes a positive and safe environment for staff and visitors.

The role will actively support the delivery of staff/volunteer support and will more directly manage CAM's business and administration functions including finance, risk and compliance, HR, information technology, and property services. In detail:

### **1. Principal Accountabilities**

The COO will assist the Director who is accountable for planning, directing and controlling all operations of the Castlemaine Art Museum (CAM) for the achievement of its vision, strategies and objectives. The COO reports to the incoming Director. The Director will also be accountable for planning, directing and controlling CAM's Artistic Program and fundraising. Until the Director commences, the COO will report to the Board of CAM.

### **2. Key Duties and Responsibilities Strategic & Business Planning**

- Assists the Director in the development of long-term strategic plans for the approval of the Board
- Develops, implements, monitors and reports to the Director and the Board against actionable and achievable business plans and strategic outcomes for the achievement of long-term strategic plans and objectives.
- Evaluates and re-evaluates objectives, responding to changing financial and other circumstances, evolving challenges and emerging opportunities.

### **3. Financial Management**

- Develops annual budget proposals for the approval of the Director and Board (including fundraising target).
- Monitors financial performance to ensure approved annual budget targets are met.
- Develops and presents financial reports and analysis to the Board, including management reports, financial performance against approved budget, forecast end of year outcome against financial performance and rolling cashflow forecast.
- Proposes remedial action as required to ensure approved annual budget targets are met.
- Administers finances – payments, receipts, banking, preparation of financial reports, co-ordination of audit etc.
- Develops financial policies and procedures for Director and Board approval and review to ensure that CAM meets auditing and legal requirements, including as required for deductible gift recipient (DGR) status.
- Manages the delivery of approved financial policies and procedures to ensure that CAM meets auditing and legal requirements.

### **4. Operational Funding**

- Develops policy and strategies for generation of operational funding through government grants.
- Assists the Director to develop and maintain relationships with government and with existing and potential funders, including local State and Federal members, Creative Australia, Creative Victoria and Mount Alexander Shire Council.
- Prepares operational funding applications and proposals, for the Director.
- Prepares reports to operational funding bodies as required, for the Director.
- Ensures systems and data collection protocols are maintained for timely and accurate reporting and funding acquittal and ensure all funding requirements are met.

### **5. Income Generation**

- Ensures effective, profitable running of the front of house retail shop to achieve budgeted net income while ensuring that items offered support and augment the artistic goals and integrity of CAM as determined by the Director.
- Assists the Director in identifying opportunities, and developing content and scheduling for other public programs, including paid events.

## **6. Fundraising Support**

- Administers donations.
- Supports the Director in developing and maintaining an ongoing Action Plan, including monthly fundraising targets, for achieving fundraising targets in the approved annual budget.

## **7. Stakeholder Relationships**

- With the Director, represents CAM to the external world, developing and enhancing stakeholder networks.
- Engages in positive and respectful relationships with all internal and external stakeholders including Board members, CAGHM Trustees, colleagues, funding bodies, philanthropists, donors, members, visitors and participants.
- Acts within the values of CAM and represents these values to stakeholders.

## **8. Governance**

- Provides executive support to the Director and Board and Board sub-committees, including working with Chairs to co-ordinate meeting schedules, agendas, papers, reports and draft minutes.
- Ensures CAM's legal and compliance obligations are met, including occupational, health and safety standards and obligations; ASIC, ACNC and auditing and financial obligations.
- Reports to the Director and Board any legal or compliance matters that may arise.
- Ensures that CAM is covered by appropriate insurance policies including property, public liability, directors' liability and volunteers' insurance as required by its legal and compliance obligations and any legal arrangements with the CAGHM Trustees.
- Reports to the Director and Board against a legal, compliance and insurance checklist covering all annual legal, compliance and insurance obligations.
- Develops policies, procedures and delegations for the approval and rolling review of the Director and Board to support the effective, efficient and compliant management of staff and operations of CAM.
- Ensures that CAM has appropriate, cost efficient and effective business systems and infrastructure in place.
- Reviews and negotiates contracts and ensures that contractual obligations are met.
- Ensures that CAM has a Risk Management Plan aligned with strategic and financial goals which is regularly reviewed and where risk mitigation strategies are clearly articulated and implemented.

## 9. Staff And Volunteers

- Reports to the Director and Board annually as to CAM's operational structure and roles with recommendations as necessary for developing and adapting CAM's operational structure to ensure that is appropriate to CAM's vision, strategy and objectives; makes best use of CAM's resources and ensures that roles are relevant, effective and clear.
- Models ethical leadership, mentors and fosters professional development opportunities for staff and volunteers, in consultation with the Director as required.
- Develops employment contracts, supervises recruitment of operational staff and ensures that appropriate procedures are in place.
- Monitors and reviews administrative systems related to human resources procedures and manages remuneration for all staff.
- Conducts annual performance reviews for all operational staff.
- Maintains and develops a volunteer program that builds community and offers volunteers opportunity for development.
- Ensures the continuous development of a welcoming environment and a positive and connected audience, participant and stakeholder experience.

## 10. Communications, Marketing and Audience Development

- Assists the Director, to develop a Strategic Marketing Plan for the approval of the Board that is congruent with CAM's Artistic Program.
- Identifies audience development initiatives to achieve the goals articulated by the approved Strategic Marketing Plan.
- Identifies, develops and reports on strategic partnerships to achieve the goals articulated by the approved Strategic Marketing Plan.
- Implements and reports against identified audience development initiatives identified by the approved Strategic Marketing Plan.
- Assists the Director in respect of marketing and communications content.

## 11. Building

- Assists the Director in co-ordinating with the CAGHM Trustees (the owners of the Museum building) in relation to building maintenance.
- Co-operates with the CAGHM Trustees in administering improvement and development projects for the Museum building (for example, under the State Government \$6 million infrastructure grant or the spatial Master Plan,).