



# Manager Creative Programs

Newcastle Art Space (NAS) is entering an exciting phase as we strengthen our role as a key arts organisation delivering creative and professional development for the Hunter Region's visual artists.

NAS is a hub that nurtures strong, experimental and diverse contemporary visual arts practice through its sought-after programs and co-located gallery, studios and access spaces.

Our gallery offers 44 linear metres of permanent wall space and a professional gallery lighting system. In addition, the art space houses more than 25 art studios and an access photography studio.

NAS has nurtured creativity in the Hunter Region for more than 40 years. The organisation now offers significant creative and professional development opportunities through mentorships, residencies, workshops, exhibitions, prizes, and by forging supportive links to our alumni, other artists, arts industry professionals and audiences.

The Manager Creative Programs is a new position created to work in collaboration with our people and partners to implement key strategies of our new Strategic Plan. We seek an innovative and committed arts professional to strengthen and continue to evolve our key programs.

## Position

The position is offered on a **Permanent Part-Time basis**. Hours of work shall generally be 24 hours per week, over a minimum of four days per week, as negotiated. Night-time and weekend work will be required to support our programming.

This is an on-site position. You will be required to work at 91 Chinchon Street, Islington, NSW. You may be required to work at other locations where reasonable.

## Duties

As Manager Creative Programs, you will work with the NAS Board of Directors and its sub-committees, key partners, fellow staff, members and volunteers to implement the NAS Strategic Plan 2023-2028.

You will perform the following core duties:

- Manage NAS Gallery exhibitions and events.
- Manage prizes including the Hunter Emerging Art Prize.
- Manage the NAS Mentorship Program and other professional development activities.
- Foster the creative and professional development of NAS artists.

- Contribute to the development of NAS as a creative hub, including effective marketing and promotion.
- Represent NAS in the arts sector and seek opportunities for partnerships and further development of the organisation.
- Secure grants and sponsorship for prizes and other initiatives in line with NAS policies.
- Work with Finance and Systems Coordinator to establish and maintain effective financial and administrative systems for efficient management of NAS programs.
- Oversee contractors and manage volunteers to implement NAS programs.

We may also assign you other duties, where reasonable for your position, training and experience.

## **Selection Criteria**

### **Essential**

- An innovative mindset, with the ability to take initiative and pursue opportunities aligned to the organisation's policies and strategic direction.
- Personable, with the ability to forge positive working relationships with key partners, fellow staff, members and volunteers.
- Experience in delivery of art sector programming, ideally in a management role.
- Experience securing and managing sponsorship and grants.
- Experience in managing budgets, contracts, reporting and acquittals.
- Excellent written and verbal communication skills.
- Proven ability to work with computers and cloud-based IT systems.

### **Desirable**

The following competencies and experience will be well regarded:

- Demonstrated competence using Xero, MYOB or similar accounting software.
- Experience managing prizes and professional development programs
- Experience working with not-for-profit Boards or Management Committees.

The successful applicant will be required to obtain and maintain a valid Working with Children Check.

We are an inclusive organisation and encourage people from all backgrounds to apply, including people with a disability, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people identifying as LGBTQIA+.

## **Remuneration and benefits**

The conditions and rates of pay are in accordance with NAVA Code of Practice, Chapter 8, Wages, Management Roles, range for Small Organisations.

- Hourly wage: \$35 per hour
- Responsible to: Board of Directors
- Hours: Part-time, 24 hours per week
- Sick leave: Pro rata
- Holiday leave: Pro rata
- Super: Superannuation Guarantee

## To apply

To apply, you need to provide:

- Your CV including 2 referees
- A cover letter (max 3 pages) demonstrating how you fulfil the Selection Criteria above

**Applications are due on Monday 24 July 2023 and must be uploaded using the link on our website at [www.newcastleartspace.org.au/jobs](http://www.newcastleartspace.org.au/jobs)**

For enquiries contact Newcastle Art Space on **0423 076 799**  
or email [jobs@newcastleartspace.org.au](mailto:jobs@newcastleartspace.org.au).