

<b>The Position:</b>	<b>Deputy Director &amp; Chief Operating Officer</b>
<b>Reports to:</b>	Director & CEO
<b>Division, Work Unit:</b>	Development & Commercial Operations
<b>Term:</b>	Full time   Ongoing position
<b>Salary:</b>	Salary: \$115,000-125,000 plus superannuation guarantee at the statutory rate.
<b>Location:</b>	55 Little Malop Street, Geelong VIC 3220
<b>Start Date:</b>	To be negotiated. As an integral role it is important that the successful candidate commences as soon as practicable
<b>1. Gallery Purpose:</b>	<p>Geelong Gallery's purpose is to provide an inclusive experience of art that will enrich people's lives.</p> <p>Geelong Gallery is impactful through four strategic pillars that:</p> <ol style="list-style-type: none"> <li>1. deliver artistic and cultural advancement for the community thus making Geelong a more liveable City;</li> <li>2. bring economic benefit to the region through tourism arising from its exhibitions and events;</li> <li>3. connect and empower people by promoting equity, diversity, inclusion, access and lifelong learning; and</li> <li>4. focus on the future major expansion of the Gallery to provide greater access to its collections and exhibitions in order to significantly enhance its contribution to local, state and national culture.</li> </ol>
<b>2. Primary focus of the position:</b>	<p>The primary focus of this position is to support the Director &amp; CEO of Geelong Gallery through the management of key business units of the Gallery: Development (partnerships, sponsorships, funding &amp; membership); Commercial Operations, Marketing &amp; Communications, and front-of house Visitor Services functions. The role also co-manages, with the Senior Curator, the Learn &amp; Audience Engagement unit.</p> <p>Geelong Gallery is in a period of expansion and capacity building. A key operational context for this new role is that Geelong Gallery is working with Federal, State, and local governments along with philanthropic sources, to realise a major, transformative expansion as part of the Geelong Cultural Precinct Masterplan. Joining our team at this important juncture provides a great opportunity for an individual to play a critical role and to support the Board and Director &amp; CEO in the realisation of a 21st century regional facility of state significance.</p> <p>The Deputy Director &amp; COO works closely with the Director &amp; CEO, and together with the Senior Curator, is a member of the Senior Management Team.</p> <p>This role works collaboratively in the Senior Management Team to set and drive workplace policy, organisational vision, operational strategy, annual operational business planning and budgeting, and recruitment. The role works with the Board and Director &amp; CEO to ensure compliance relevant to organisational policies and legislation.</p> <p>The Deputy Director &amp; COO will oversee company operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and that organisational goals are met.</p> <p>This role will act for the Director &amp; CEO in the Director's absence.</p>

<p><b>3. Key Relationships</b></p>	
	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Director &amp; CEO; Senior Curator (together with the Deputy Director &amp; COO these three roles form the Senior Management Team)</li> <li>• Geelong Gallery Board</li> <li>• Cultural programming team</li> </ul> <p>Leadership and management of direct reports including:</p> <ul style="list-style-type: none"> <li>• Finance Coordinator</li> <li>• Partnership &amp; Philanthropy Manager</li> <li>• Visitor Services &amp; Volunteer Manager and venue hire &amp; front-of-house staff</li> <li>• Retail Manager</li> <li>• Learn &amp; Audience Engagement Manager</li> <li>• Marketing and Communications Coordinator</li> <li>• Membership Coordinator</li> </ul>
	<p>External:</p> <ul style="list-style-type: none"> <li>• Government partners including City of Greater Geelong, Creative Victoria, Regional Development Victoria and Visit Victoria</li> <li>• Corporate partners</li> <li>• Philanthropic bodies, Trusts, Foundations and Private donors</li> <li>• External agencies including Graphic design, PR, Legal and IT suppliers</li> <li>• Advocacy groups including Committee for Geelong, G21 Region Alliance and Barwon Regional Partnership</li> </ul>
<p><b>4. Expected decision making in the role</b></p>	<ol style="list-style-type: none"> <li>1. Analyse organisational strategy and internal operations and identify areas for process enhancement and ongoing organisational transformation.</li> <li>2. Drive revenue generation including decisions around funding needs, opportunities and funding streams.</li> <li>3. Source and manage major Government funding grants and project-specific funding opportunities.</li> <li>4. Implement business strategies and plans that align with the short- and long-term objectives of the Senior Management Team and Board.</li> <li>5. In collaboration with Director &amp; CEO and Board, oversee capital investments, income and expenses to ensure that the Gallery achieves growth and profitability.</li> <li>6. Monitor operational budget performance and take corrective measures when necessary, and prepare detailed updates and forecasts.</li> <li>7. Build and maintain trusting relationships with staff, Board, key customers, clients, partners, and stakeholders.</li> </ol>
<p><b>5. Key Responsibilities/Accountabilities:</b></p>	
	<p><b>Major Area: Business Operations</b> <b>% of Job: 50%</b></p>
	<ul style="list-style-type: none"> <li>• Provide high-level advice to the Director &amp; CEO on the Gallery's strategic and operational priorities.</li> <li>• Strategically develop successful business units and lead team members in marketing and communications, learn &amp; audience engagement, visitor services</li> </ul>

	<p>and events management, membership, philanthropy and partnership development, retail and finance.</p> <ul style="list-style-type: none"> <li>• Report on a regular basis to the Director &amp; CEO and Board on matters relating to the Strategic Plan, Business Plan outcomes and financial reporting.</li> <li>• In collaboration with the Director &amp; CEO, oversee HR and IT functions of the organisation with external expertise and support.</li> <li>• Support the Director &amp; CEO and Board in maintaining advocacy for the Geelong Gallery redevelopment project, and in collaboration with the Director &amp; CEO, lead administration in this area.</li> <li>• Prioritise stakeholder management in all activities working closely with the Senior Management Team, Board, Staff, Volunteers, Support Groups, partners, donors and suppliers.</li> <li>• Support the Director &amp; CEO and Board to research, prepare and deliver best-practice policies and procedures for the industry.</li> </ul>
	<p><b>Major Area: Capacity building</b> <b>% of Job: 40%</b></p>
	<ul style="list-style-type: none"> <li>• Develop capacity building opportunities to enhance the overall deliverables and efficiency of the organisation through strategic funding and commercial development.</li> <li>• Strategically develop and produce applications for, and lead acquittals of Government funding to support organisational capacity building.</li> <li>• Identify human resourcing needs, capital investment gaps, programmatic priorities (exhibition and public programming) and overlay the greater needs of community to seek funding through partnership, sponsorship and philanthropy.</li> <li>• Oversee thorough and concise acquittals and stakeholder management to ensure long-term availability of funding sources.</li> </ul>
	<p><b>Major Area: Organisational culture</b> <b>% of Job: 10%</b></p>
	<ul style="list-style-type: none"> <li>• Foster the motivation and professional development of staff.</li> <li>• Oversee the recruitment process to attract the best candidates ensure effective recruiting, onboarding, professional development, performance management and retention of employees.</li> <li>• Nurture a highly inclusive culture that ensures team members can thrive and that individual and organisational goals are met.</li> <li>• Mentor and inspire employees to support the organisational priorities.</li> <li>• Establish policies that improve and promote company vision and culture.</li> <li>• Evaluate organisational and individual performance and recommend strategies to improve results.</li> </ul>
<p><b>6. Key selection criteria:</b></p>	<p><b>Essential experience</b></p> <ol style="list-style-type: none"> <li>1. Proven experience in a senior role in business management, cultural sector management, or for-purpose and Not-for-Profit business operations management, or relevant role.</li> <li>2. Understanding and experience of business functions such as Business Development, HR, Finance and Marketing.</li> <li>3. Demonstrable competency in governance, Board reporting and strategic planning.</li> <li>4. Experience in Government liaison, government funding, fundraising and business development.</li> <li>5. Working knowledge of IT/Business infrastructure, data analysis and performance/operation metrics.</li> <li>6. Outstanding organisational and leadership abilities.</li> <li>7. Excellent writing, interpersonal, and public speaking skills.</li> <li>8. Aptitude in decision-making and problem-solving.</li> </ol>

	<p>9. BSc/BA in Business Administration or relevant field; MSc/MBA is a plus.</p> <p><b>Desirable experience</b></p> <ul style="list-style-type: none"> <li>• Experience, understanding of, and interest in the public gallery and cultural sector, and for-purpose sector.</li> <li>• Experience in capital redevelopment projects and administration</li> </ul> <p><b>Essential competencies</b></p> <ul style="list-style-type: none"> <li>• A strong leader and team player</li> <li>• Superb interpersonal skills and a proven ability to develop mutually beneficial, professional relationships.</li> <li>• An engaging and professional communications style</li> <li>• Strategically minded.</li> <li>• Excellent written and verbal communication skills and strong attention to detail.</li> <li>• Strong analytical skills and the ability to grasp and interpret complex information quickly.</li> <li>• Ability to problem solve.</li> <li>• Time management skills and ability to work to deadlines.</li> <li>• Ability to work with diverse stakeholder groups.</li> <li>• Ethical and values driven person who is passionate about the arts, equity and inclusion.</li> <li>• Enthusiastic and motivated team player.</li> <li>• Ability to work remotely, and within a large and complex organisation.</li> </ul>
<p><b>7. Professional practice</b></p>	<ul style="list-style-type: none"> <li>• The Deputy Director &amp; COO will work within the Governance framework and suite of organisational policies endorsed by the Board of Geelong Gallery</li> <li>• Foster a culture of collaboration.</li> <li>• Contribute to and support Geelong Gallery's purpose and participate in organisational initiatives and activities as required.</li> <li>• Participate in Geelong Gallery's corporate life including attendance at and assistance with openings, stakeholder and donor events and other after-hours programs as required.</li> <li>• Represent the Gallery at industry events and community initiatives.</li> <li>• On occasion, perform other duties or undertake special projects in addition to the above key responsibilities as deemed appropriate.</li> </ul>
<p><b>8. Other relevant information:</b></p>	<ul style="list-style-type: none"> <li>• The successful candidate will be subject to a six-month probationary period.</li> <li>• Office hours are 9.00am to 5.30pm Monday to Friday with weekend and after-hours work when required.</li> <li>• The successful applicant will be required to undergo a National Police Clearance and provide a Working with children certificate</li> <li>• Geelong Gallery is an Equal Opportunity Employer and operates a smoke-free work environment.</li> <li>• Applicants from culturally diverse and First Nations backgrounds are strongly encouraged to apply.</li> <li>• Geelong Gallery is a welcoming workplace and encourages people with disabilities to apply. If you think you could be a good addition to our team, we'd love to receive your application.</li> <li>• A hybrid working model is available subject to discussion.</li> </ul>

9. About the role statement:	This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.
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**Applications open: Monday 13 March 2023**  
**Closing date: 5.00pm Friday 31 March 2023**

Applications should include a covering letter of one page reflecting and address the Key Selection Criteria of the Position Description.

Applications should be submitted to the attention of [employment@geelonggallery.org.au](mailto:employment@geelonggallery.org.au) or Human Resources  
Att: Jason Smith Geelong Gallery 55 Little Malop Street Geelong VIC 3220.

A confidential telephone conversation to discuss this role can be arranged with Director & CEO Jason Smith at [jason@geelonggallery.org.au](mailto:jason@geelonggallery.org.au)