

# Art Manager

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Art Manager
<b>HOURS:</b>	5 days a week
<b>SALARY:</b>	\$80,000 per annum Salary packaging available
<b>MANAGER:</b>	Reports to CEO

### The Torch

The Torch is a not for profit community arts organisation that provides art, cultural and arts industry support to Indigenous offenders and ex-offenders.

The core business of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's justice system through its Statewide Indigenous Arts In Prisons and Community Program.

### About the role

*Are you passionate about Indigenous art and culture and would you like to help build alternative pathways for Indigenous offenders and ex-offenders through art and cultural support?*

*If you are keen to work with The Torch and help make a positive impact on people's lives then we are interested in hearing from you.*

The Torch is seeking an Art Manager to oversee collection management of the artworks, art sales, licensing and provide exhibition management. The Art Manager will lead the 4 Art team staff members and continue to develop art sales and licensing opportunities for Torch participants.

Within an organisation of 16 staff the Art Manager will lead a team of 4 staff to manage the artwork, sales, licensing and exhibitions generated through the program. This team includes the Art Coordinator, Art Assistant, Artwork Registration Officer and an Art Support role.

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### Roles & Responsibilities:

#### Staff management:

- \_ Manage human resources for the Art team including: recruitment, induction, performance management and training
- \_ To mentor, support and develop post release participants employed within the Art team
- \_ Manage priorities and workloads within the Art team
- \_ Support professional development opportunities for Art team staff

#### Artwork management:

- \_ Ensure all artwork and artist information is registered and catalogued into the Salesforce database (approx. 1400 artworks annually)
- \_ Oversee processes for data management of artist, artwork, sales and licensing
- \_ Maintain a regular inventory of artworks and track item movement
- \_ Maintain stable and secure storage of artworks
- \_ Collate information and statistics for reports

#### Sales:

- \_ Manage processes for sales and sales enquiries
- \_ Preparing sales promotions for Corporate/VIP buyers
- \_ Develop and enhance buyer experiences in person and online
- \_ Develop and identify strategic opportunities to increase sales of artworks
- \_ Support general marketing of artworks through The Torch website, social media & newsletter communications alongside the Operations and Marketing Coordinator



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### Licensing:

- \_ Overseer licensing process and maintain a schedule of fees in line with industry standards
- \_ Preparing The Torch's annual printed calendar products
- \_ Preparing licensing promotions for Corporate/VIP buyers
- \_ Develop and identify strategic opportunities to increase licensing opportunities for artists

### Exhibitions:

- \_ To develop, plan and implement The Torch's exhibition program
- \_ Project management of Torch exhibitions including launches
- \_ Foster strategic relationships with exhibition partners
- \_ Manage the marketing of Torch exhibitions including invitations, paid advertising and engaging public relations consultants
- \_ Manage support materials including floorsheets, catalogues, text panels etc.
- \_ Engaging contractors including photographers, caterers, sign writers, couriers etc

### Financial management

- \_ Manage the Art team budget and track expenditure
- \_ Develop budgets for exhibitions and relevant projects

### Other:

- \_ Contribute to management discussions, strategic
- \_ Develop and foster positive relationships with participants
- \_ Other duties as directed by the CEO

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## Key Selection Criteria

### ***Essential skills/requirements***

1. Highly motivated and driven to achieve community development outcomes for the Aboriginal community
2. Strong ability to lead, manage and inspire a team
3. Strong written and verbal communication skills and the ability to engage with a diverse range of stakeholders.
4. Strong collection or art management experience including registration, inventory, tracking item movement, and conservation standards.
5. Experience with collection management databases.
6. Experience developing, planning, implementing exhibitions and associated events.
7. Strong attention to detail.
8. Strong organisational skills, demonstrated ability to set targets, prioritise and meet deadlines.
9. Computer skills with experience with emails, Microsoft Word, Excel.
10. Highly motivated and driven to achieve community development outcomes.
11. The ability to be flexible working within a small team environment and to respond to changes in priorities.
12. A full Drivers' License.

### ***Desirable skills***

- Strong knowledge of Aboriginal art and experience working with the Aboriginal community.
- Experience of working in a not for profit or small community organisation.
- Experience working in a retail/sales environment.

## **Application details**

***Aboriginal & Torres Strait Islander people are strongly encouraged to apply.***

Applications addressing the key selection criteria and your resume should be sent to Nerissa Broben [nerissa.broben@thetorch.org.au](mailto:nerissa.broben@thetorch.org.au) by **Monday 8<sup>th</sup> March 2021**

## **Get in contact**

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