

Position Description

Chief Executive Officer

Reports to

- Board Of Directors



Primary Responsibilities

- Manage the operations of Regional Arts NSW (RANSW) in order to facilitate regional arts and cultural development in New South Wales in accordance with the policy directives of the Board, approved budgets, and statutory requirements.
- Provide authoritative and expert advice to the Board of Directors on matters including strategic direction, policy, program development, management practices and organisational performance.
- Advocate on behalf of RANSW to government, business, peer organisations and the community.
- Oversee existing programs and work with staff to develop and implement new programs, as appropriate and within available resources.
- Nurture and maintain close and supportive relationships with Regional Arts Boards, their Executive Officers and Regional Arts Development Officers to ensure ongoing, collaborative development and implementation of regional arts programs throughout regional NSW.

Duties

Advocacy

- Lobby for the implementation of RANSW policies and promote RANSW achievements to Local, State and Federal Governments, their respective agencies, and to Australian and international arts and cultural organisations.
- Represent RANSW at meetings of State and Federal arts and cultural bodies.
- Advocate for arts and community cultural development in regional New South Wales, on behalf of Regional Arts Boards and Local Arts Councils.
- Represent RANSW on relevant Boards and committees to determine new initiatives, funding opportunities, and to enhance the image of RANSW.
- Increase the profile of RANSW by monitoring all promotional activities to ensure optimum promotion of the organisation, and represent RANSW at a wide variety of arts and cultural events.

Policy & Planning

- Review existing policy and develop new policy in conjunction with the Board and in consultation with Regional Arts Boards and major stakeholders.
- Ensure ongoing re-appraisal and updating of RANSW's Strategic Plan.
- Act as Company Secretary for Regional Arts NSW and ensure RANSW's activities comply with relevant Acts, legal demands and ethical standards.

Communication and Liaison

- Develop and maintain communication and promotions links with Regional Arts Boards, Executive Officers and Regional Arts Development Officers throughout regional NSW
- Organise Board meetings and prepare agendas and papers in consultation with the Chair.
- Establish close relationships with government funding bodies and other funding sources.
- Liaise closely with Arts On Tour, Museums and Galleries NSW, the Local Government Association and Shires Associations and peak organisations involved in arts and community cultural development.
- Attend regional meetings and community events organised by Regional Arts Boards/ Programs, Local Arts Councils and other community groups.

Financial Administration

- Ensure sound financial management in accordance with best industry practice.
- Oversee the preparation of budgets, required financial reports and cashflow forecasts, submit them to the Board and make recommendations to the Board regarding operations.
- Oversee preparation of funding submissions and acquittals in order to sustain and develop funding for RANSW programs.

Personnel Management

- Ensure the effective management of human resources, including recruitment and selection, training and development, and performance management.
- Oversee and direct the work of the Business and Finance Manager, Communications and Promotions Officer, Research and Funding Officer, Administration Co-ordinator, Project Officers and other casual staff employed by and /or under the auspices of RANSW.
- Provide leadership and direction to all staff.
- Ensure adherence to all Workplace Health and Safety Standards and other relevant legislation.

Selection Criteria

Essential Skills

- Highly developed leadership skills including the ability to maintain positive working relationships across a diverse state wide network.
- Demonstrated conceptual, analytical, verbal and written communication skills of a high order.
- Highly developed advocacy and negotiation skills in order to represent Regional Arts NSW and its network in a professional and positive manner to government agencies and other external bodies.
- Ability to develop and review policy.
- Strategic management skills of a high order, together with proven record of success in the strategic management of other organisations.
- Highly developed knowledge of the legislative, ethical and corporate management reporting requirements needed to manage a funded, not-for-profit organisation
- Highly developed interpersonal skills including openness, fairness, flexibility and liaison and negotiation skills.
- Ability to deal constructively with complex and sometimes conflicting situations.
- Organisational and management skills of a high order, including the ability to plan, budget, manage staff and evaluate activities and performance of the organisation.
- Knowledge of the environment in which arts organisations in NSW work, including the functions and contributions of the three levels of government.

Qualifications

- Degree in Arts Administration, Business Administration, or other relevant field.
- Class C Drivers Licence.

Experience

- Substantial (more than seven years) experience in a senior position in a service organisation, preferably an arts organisation.