

**AUSTRALIAN COMMERCIAL GALLERIES ASSOCIATION (acga)
CHIEF EXECUTIVE OFFICER (PART TIME)
POSITION DESCRIPTION**

Applications close: Friday 22 July 2011
Web site: www.acga.com.au
Position: Chief Executive Officer, acga

Terms: The position is a part-time contract, 3 days per week for 12 months.
Interstate travel and after hours work may be required from time to time.

Salary: Range - \$42,000 - \$46,000 including superannuation (depending on level of experience)

Location: Collingwood, Melbourne.

Organisation Profile

The Australian Commercial Galleries Association is the national peak body advocating for the interests of commercial galleries and the artists they represent operating in the primary market. Established since 1976, it has a diverse membership of fifty five individuals, including some of the most experienced and high profile galleries as well as younger, contemporary spaces.

The acga's CEO currently works from home however this role will see the CEO work from the VIC/TAS State Chapter Chair, Catherine Asquith's gallery in Collingwood, VIC.

The ACGA is looking for a dynamic self-starter with industry experience to fill the position of Chief Executive Officer while the current CEO is on maternity leave.

The role is being offered as a 12 month contract.

A company limited by guarantee, the acga has a board of management headed-up by the National President, and supported by the Chairs of five State Chapters: NSW|ACT; QLD; SA|NT; VIC|TAS and WA as well as a National Treasurer. The Board meets four times per annum and holds an Annual General Meeting. The federal structure of the states means each chapter organises meetings according to its own needs and reports back to the national body via minutes and the regular national board meetings.

The Position

The Chief Executive Officer has the exciting task of managing all aspects of the acga including: membership issues: strategy and development; finance and governance; policy development and implementation; submissions and lobbying; marketing and public relations; and general administration.

The CEO is the only employee of the acga and as such, the role is diverse and very hands-on.

The successful applicant will have relevant tertiary qualifications. Experience in arts management, knowledge of, and networks in the visual arts, and experience in the

not for profit, and public and commercial art world will be an advantage. High level verbal, written and interpersonal skills will be key attributes of the successful applicant. The successful applicant will be self-motivated, entrepreneurial, enthusiastic and confident in their ability to build upon the ACGA's profile.

The CEO's role includes:

Membership Management

- Manage a wide range of membership issues, including: applications and enquiries; induction of new members; membership communications; membership benefits; advice to members; lists and databases; and internal and external complaints, in consultation with the National President and the Board of Management
- Maintain up-to-date lists and databases of members
- Encourage member familiarity with governance documents including the constitution, code of practice and code of ethics

Strategy & Development

- Implement, maintain and update the acga's marketing plan
- Develop and maintain strategic alliances and relationships

Policy Development and Implementation

- Manage the drafting, approval and implementation of policies and protocols
- Coordinate drafting of submissions and communications on matters of public and private policy that affect the arts industry (specifically the primary arts market)
- Seek membership input on matters relating to acga policy

Advocacy and communications

- Advocacy, lobbying and government and media relations
- Stakeholder management across government, non-government, media, industry and commercial sectors and the general public as required

Projects

- Manage the ACGA's Korean Export Market Development Project (and develop commercial opportunities for members in other markets)
- Develop and implement other projects as determined by the National Board

Governance

- Manage all aspects of governance of the Association including: legal, financial and ethical requirements; board elections, Annual General Meeting; ASIC compliance and liaison; audit; management of National Board meetings; assistance with State Chapter meetings and induction of new Board members

Marketing

- Manage all aspects of marketing and branding of the ACGA, including branding consistency; development of marketing opportunities and strategic positioning of the ACGA
- Liaise with media contacts and journalists as required in conjunction with the National President

Financial Matters

- Manage all aspects of the ACGA's finances including: budget setting and management; expanding the ACGA's income base through an income diversification strategy; banking and correspondence; management of invoicing and bookkeeping; management of annual audit and acquittal of grant funding received

Administration

- Maintain office systems and procedures including; website maintenance and updates; telecommunications; suppliers and service providers. Manage all enquiries.

Lines of Responsibility

The CEO reports to the National President and to the National Board.

Leave entitlements

4 weeks paid leave entitlement. Applications for leave must be in writing and are subject to approval by the National President.

Application process and timings

Written applications should comprise:

- A covering letter of no more than 1 page addressing the key position criteria
- An up-to-date CV
- The names and contact details of two referees.

Applications should be sent to:

CEO

Janan Greer

PO Box 8116

North Road LPO, Brighton East

mail@acga.com.au

by no later than **Friday 22 July 2011**

It is hoped that the successful applicant will spend 3-4 weeks working alongside the current CEO in a handover capacity before her maternity leave commences. An appointment date is anticipated for late August, early September 2011.

ACGA office hours: Tuesday to Thursday 9.30am to 5.30 pm (alternative 3 days per week may be negotiated however Monday is not a day available as a working day due to the fact that most commercial galleries are closed on Mondays).