

**AUSTRALIAN COMMERCIAL GALLERIES ASSOCIATION  
PROGRAMME MANAGER  
POSITION DESCRIPTION**

Applications close:	9 February 2009
Web site:	<a href="http://www.acga.com.au">www.acga.com.au</a>
Position:	Programme Manager, ACGA
Terms:	The position is permanent casual, 2-3 days per week. Interstate travel, weekend and after hours work may be required from time to time.
Salary:	Range - \$25- 30 per hour + super
Location:	Melbourne.

ACGA gallery administration hours: Monday to Friday 10.00 am to 6.00 pm.

**Organisational 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 over fifty individuals, including some of the most experienced and high profile galleries as well as younger, contemporary spaces.

The ACGA has successfully negotiated a tenancy of premises at Federation Square, which will see the ACGA locating its head office and establishing an exhibition space and associated programs at Federation Square. Key elements of the project include: a head office for the ACGA; an exhibition space available to ACGA members; public galleries and others on application; an emerging artist and curator program; and a 'green gallery'.

The ACGA is looking for a dynamic self-starter with industry experience to run its exhibition and public programmes in conjunction with the Chief Executive Officer.

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 Programme Manager will have the exciting task of developing and implementing the ACGA's proposed exhibition and public programmes at Federation Square, in collaboration with the ACGA's Chief Executive Officer. The Federation Square premises provides the perfect opportunity to:

- build the identity, public role and programs of the ACGA;

- provide important commercial exposure and opportunities for members and the artists they represent;
- develop new programs and projects to benefit living Australian artists and in particular emerging artists; and
- work with other industry bodies on project and programs for the benefit of living Australian artists and their representatives.

The successful applicant will have a relevant tertiary qualification. Experience in arts management, knowledge of and networks in the visual arts, and experience of both the public sector and commercial art world will be an advantage. High level verbal, written and interpersonal skills will be key factors in developing the potential of the position. Experience in marketing, sponsorship and grants applications will be an advantage. The successful applicant will be self-motivated, entrepreneurial, enthusiastic and confident in their ability to build upon the exciting potential of the ACGA's premises at Federation Square.

#### Project Management

- Assist the CEO with project management,
- Develop a Information Manual, covering process and procedures for users and including occupational health and safety issues
- Implement and oversee lease compliance, including insurance.

#### Gallery operations

- Develop and manage the Information Manual for Federation Square exhibitors
- Oversee induction of users
- Manage booking schedules, including bump in and bump out
- Field exhibitor enquiries and applications
- Actively seek new users including in particular public galleries
- Liaise with Federation Square management tenancy coordinator
- Liaise with other Federation Square lessees including developing preferred supplier agreements with caterers etc
- Manage service providers, including maintenance, cleaners etc
- Manage advertising, sponsorship and marketing programs for the gallery
- Manage internal and external complaints, in consultation with the CEO
- Manage gallery administration.

#### ACGA Operations and Programs

- Assist the CEO with administration
- Develop an emerging artists program for the Federation Square premises
- Further develop a Melbourne Art Fair programme
- Maintain and further develop an annual program of ACGA activities in consultation with the CEO, National President and board of management according to budget capacity.

#### Marketing

- Assist with marketing of the Federation Square premises, specific programs and the ACGA generally
- Seek to expand marketing opportunities for the ACGA
- Assist with the design and implementation of a marketing plan.

#### Financial Matters

- Actively seek to expand the ACGA's income base through public funding, private support, earned income and other strategies

- Oversee the Exhibition space budget
- Manage payments, deposits and invoices for Federation Square in conjunction with the CEO
- Invoice and collect rental fees and other relevant charges
- Liaise with the ACGA's CEO and bookkeeper as required
- Assist the CEO with the annual audit and provision of financial information as required
- Invoicing and payments for the exhibition space in accordance with authorisations.

### **Lines of Responsibility**

The Program Manager will report directly to the Chief Executive Officer of the Association, and to the Board of Management as required.

### **Leave entitlements**

4 weeks unpaid leave entitlement after the initial 12 months employment. Applications for leave must be in writing and are subject to approval of the CEO.

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:

Phoebe Dunn

Chief Executive Officer

PO Box 1659, Collingwood, Vic, 3066

mail@acga.com.au