

MANAGER OF EXTERNAL RELATIONS – Maternity Leave Replacement: 27th April 2021 – 28 January 2022

TarraWarra Museum of Art was established as a not-for-profit charitable organisation in 2000 and opened in 2003. TarraWarra Museum of Art brings together the appreciation of both art and place. Situated in the spectacular Yarra Valley, on the cusp of outer Melbourne and inner regional Victoria, the Museum is uniquely positioned to deliver the important history of Australian modernism and new developments in contemporary art to a large cross section of the Victorian public. At the heart of the Museum is a collection of over 650 modern and contemporary Australian art works donated by founding patrons Eva Besen AO and Marc Besen AC. The principal sponsor of the Museum is the TarraWarra Museum of Art Foundation. The Museum is also supported by a range of corporate, philanthropic and in-kind sponsors and partners.

Position Overview

This 4 day a week position reports to the Director and is located at the TarraWarra Museum of Art and is responsible for developing and engaging the Museum's external stakeholders, including sponsors, supporters and partners. These range across private philanthropic foundations, corporate companies, local, State and federal funding bodies, local council, and a range of in-kind supporters. The position also actively works with the TarraWarra Museum of Art Board.

TarraWarra Museum of Art 2025 Vision

Building on the Eva and Marc Besen gift, TarraWarra Museum of Art actively engages with art, place and ideas, where unexpected links between contemporary art and modernism are presented within global, national and Indigenous contexts.

Our Values

Excellent – Unexpected – Experiential – Connected – Collaborative – Sustainable

KPI's

1. Provide accurate and timely reports to the board, including annual report
2. Ensure the timely acquittal of government grants, and annual reports to the Museum's sponsors and supporters

Duties and Responsibilities

Artistic Vision
Give oversight to, develop and maintain the implementation of the Museum's strategic plan
Stakeholder Engagement
Establish and maintain key stakeholder relationships, including sponsors, supporters, government agencies and the Board
Engage with and secure prospective philanthropic, financial and in-kind supporters of the Museum in consultation with the Director
Develop and implement fundraising strategies in accordance with the Museum's Strategic Plan
Research, write and prepare professional proposals, grants (Government, Trusts & Foundations) and acquittals
Maintain excellent relationships with existing sponsors, preparing reports at the end of each financial year
Participate in the Gallery's corporate life including attendance at, and assistance with openings, stakeholder events and other after-hours programs as required
Maintain accurate records and excellent filing for above activities
Participate in the Museum's Reconciliation Action Plan Working Group

Infrastructure
Prepare quarterly Board papers in consultation with the Director and General Manager, and provide assistance to the Director with the Board
Attend quarterly Board meetings, record and circulate minutes
Oversee the production of the Annual Report
OHS
Maintain a clean and safe workplace for staff, contractors, volunteers and visitors
Report issues of concern such as hazards and risks and where applicable, rectify
Adhere to TWMA's Policies and Procedures

Key Selection Criteria

The successful candidate must possess the following attributes in order to perform well in this role:

1. Demonstrated ability, with a minimum of three years' experience and tertiary qualifications in the arts and/or business, to initiate, develop, implement and evaluate effective fundraising and/or key stakeholder building strategies and programs.
2. Proven track record in procurement of major cash donations from philanthropic organisations and/or government, preferably within the context of an arts organisation.
3. Proven ability to think strategically.
4. Excellent interpersonal skills, with a demonstrated ability to develop and maintain effective working relationships with key stakeholders both internal and external to the organisation.
5. A sound understanding of the philanthropic, corporate and government arts funding sectors in Australia and excellent contacts and professional networks.
6. Demonstrated interest in the visual arts.
7. Excellent presentation skills combined with outstanding oral, written and interpersonal skills.
8. Excellent organisational skills, ability to set priorities, capacity to meet deadlines, be self-motivated and work autonomously or as part of a team.
9. Excellent computing skills including knowledge of MS Office, CRM and database applications.
10. Current driver's licence and car.

Other Information

- The successful applicant will be subject to a three-month probationary period
- There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated unless pre-approval is obtained from the Employer. Overtime is awarded as time off in lieu (TOIL) of payment of overtime. The maximum accrual that can ever be accumulated for TOIL is 2 days that is to be accessed at a time mutually agreeable with the Employer.
- The successful applicant will be required to undergo security clearances performed by the Australian Federal Police. They will need a Working with Children check and are required to undergo TarraWarra Museum of Art Environment, Workplace and Occupational Health & Safety inductions.
- It is the employee's responsibility to understand and adhere to TarraWarra Museum of Art's policies
- The Museum is an Equal Opportunity Employer
- Normal working hours are generally 30.4 hours per week for this four-day per week (0.8) position. There will be some flexibility in the days of the week to be worked. There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated unless pre-approval is obtained from the Employer. Overtime is awarded as time off in lieu (TOIL) of payment of

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overtime. The maximum accrual that can ever be accumulated in one month for TOIL is 2 days that is to be accessed at a time mutually agreeable with your Employer. TarraWarra Museum of Art has a flexible work from home policy.

Applications Due: 5pm Monday 29th March, 2021

Salary Range @ 0.8: \$60,000 - \$65,000 plus super

To Apply

Enquiries to Victoria Lynn, Director 03 5957 3100, victoria@twma.com.au

Applications must be submitted by email to: recruitment@twma.com.au and should consist of:

- Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 2 pages)
- A current CV with two professional referees
- A cover letter (no more than 1 page)