

## POSITION DESCRIPTION - MANAGER OF EXTERNAL RELATIONS

Maternity Leave Replacement: Monday 5 February 2024 – Friday 6 December 2024 (10 months)

Hours of Work: 0.8 FTE (4 days per week). There will be some flexibility in the days of the week to be worked. TarraWarra Museum of Art has a flexible work from home policy.

Reports to: Director, TarraWarra Museum of Art

Special Conditions: There will be occasions where work will need to be completed outside of normal working hours due to out-of-hours events. Overtime is awarded as time off in lieu (TOIL) of payment of 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.

Salary Range: \$80,000 (for 4 days per week) plus superannuation

Other requirements: the employee must hold a full current driver's license and own a registered vehicle to travel to and from work. The role requires a Working with Children Check and a Criminal History Check. The employee must have working rights in Australia.

### TarraWarra Museum of Art

Established in 2003, TarraWarra Museum of Art is a not-for-profit public art gallery located on Wurundjeri Country in the Yarra Valley, Victoria. In Woiwurrung—the language of the Wurundjeri people—Tarrawarra translates approximately as ‘slow moving waters’ and is the name given to the area in which the Museum is located.

Not only did the founding patrons Marc Besen AC and the late Eva Besen AO gift the Museum building, they also donated over 600 artworks from their private collection of 20th and 21st century Australian art. Building on the Eva and Marc Besen gift, the Eva and Marc Besen Centre (EMBC), a purpose-built education and open storage centre, will open in the first half of 2024. Designed by Kerstin Thompson Architects with landscaping by OCULUS (in collaboration with Wurundjeri horticulturalist Craig Murphy Wandin), this state-of-the-art building will enable us to significantly expand upon our public programs and learning and engagement activities. By 2026, the Centre will be able to facilitate 167 public and learning and engagement programs annually.

TarraWarra Museum of Art has a national and international reputation for curating significant exhibitions and programs with Australian and international contemporary artists and curators. The Museum presents three to four major exhibitions per year featuring Australian and international artists and guest curators.

TarraWarra Museum of Art understands the vital role that art can play in fostering a culture and a community that proudly recognises and respects the creative expressions, living traditions, deep knowledge systems, diverse talents, and abiding connection to Country of Aboriginal and/or Torres Strait Islander peoples across Australia. Through the presentation of a range of stimulating, innovative and challenging commissions, exhibitions, public programs, and learning and engagement activities we have provided opportunities for Aboriginal and/or Torres Strait Islander peoples to share with our audiences their diverse artistic and cultural practices, express their historical experiences and convey their unique contemporary perspectives and insights. From July 2023–July 2025, the Museum is implementing its first Innovate Reconciliation Action Plan which involves the full support and commitment of all management and staff over the next two years.

### Vision

Connecting Art, Place and Ideas

## **Purpose**

Generate a suite of exhibitions and experiences, drawing inspiration from our location, exemplary collection and current ideas. We aim to engage with audiences to develop a deeper understanding of the worlds that artists create.

It is imperative that every person contributes toward TarraWarra Museum of Art achieving the goals within the Strategic Plan 2024–2027, which are:

- Connecting art, place and ideas
- Audience engagement
- Collaborating with the sector
- Providing for robust, sustainable and secure operations

## **Our Values**

TarraWarra commits to the following Values in everything we do:

- Respect for First Nations voices of Wurundjeri Country and beyond
- Respect for art and the artist
- Respect for the spirit of philanthropy – the inspiration for the Museum
- Respect for the natural world and sense of place, inspiring fresh creative perspectives
- Respect for the diversity of our visitors
- Respect for the curiosity of our audience
- Respect for cultural safety, equity and access

## **Position Overview**

This 4 day a week position 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.

## **KPIs**

1. Maximise sponsorship and financial opportunities, striving to achieve financial donations of \$500,000 per annum by 2025 and secure 5 sponsorship relationships for the next 5-10 years.
2. Provide accurate and timely reports to the board, including the annual report.
3. Ensure the timely acquittal of government grants, and annual reports to the Museum's sponsors and supporters.

## **Duties and Responsibilities**

- Give oversight to, develop and maintain the implementation of the Museum's strategic plan.
- Establish and maintain key stakeholder relationships, including sponsors, donors, 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.

- VIP management of the 2024 TarraWarra Festival featuring the Australian Chamber Orchestra.
- Maintain accurate records and excellent filing for above activities.
- Participate in the Museum’s Reconciliation Action Plan Working Group.
- 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, Works of Art and Sponsorship meetings, record and circulate minutes.
- Oversee the production of the Annual Report.
- 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 two 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 cash donations from philanthropic organisations and/or government, and individual donors and sponsors, 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 experience in working with Boards of not-for-profit sector and preparing agendas, board papers and minutes.
7. Demonstrated interest in the visual arts.
8. Excellent presentation skills combined with outstanding oral, written and interpersonal skills.
9. Excellent organisational skills, ability to set priorities, capacity to meet deadlines, be self-motivated and work autonomously or as part of a team.
10. Excellent computing skills including knowledge of MS Office, CRM and database applications.
11. Current driver’s licence and car.

### To Apply

Enquiries to Victoria Lynn, Director 03 5957 3100

Applications must be submitted by email to: [victoria@twma.com.au](mailto:victoria@twma.com.au) and should consist of:

- A current CV with two professional referees (max 2 pages)
- A cover letter (no more than 1 page)
- Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 4 pages)