



404 George Street
Fitzroy Melbourne
VIC 3065 Australia
ABN 14 081 414 273

t +613 9417 1549
info@ccp.org.au
www.ccp.org.au

POSITION: GENERAL MANAGER (12 Month Maternity Leave Replacement)

Organisation:

Centre for Contemporary Photography (CCP)

CCP is a not-for-profit, membership organisation and public art gallery. We exist to promote excellence and innovation in the photographic arts, through exhibiting the work of inspirational photo-based artists, facilitating inquiry, research, and education and including audiences in rich visual experiences and dialogue.

For further information please visit www.ccp.org.au

Accountability:

The **General Manager** is employed by, and is responsible to, the Director and the Board of Management of Centre for Contemporary Photography.

Location:

The position of **General Manager** is located at Centre for Contemporary Photography, 404 George Street, Fitzroy, VIC 3065.

Hours:

The position is 0.9 FTE. Monday – Friday, 9am – 5pm or 10am – 6pm (every second Friday off). Some weekend work and attendance at all openings, board meetings and other nominated functions is also required.

This is a 12-month maternity leave replacement, commencing August 2017 to August 2018.

Core responsibilities of the General Manager (GM) include:

Human Resources

- Contributing to and building a positive working environment and culture
- Management of the performance review process
- Promoting positive communication, cohesion and workflow
- Management of all employment contracts and HR policies

Financial Management

- Development of the annual budget and project budgets in consultation with the Director
- Managing the annual audit in close collaboration with the bookkeeper and auditors
- Board reporting (quarterly cash flow, profit & loss, balance sheet)
- Development of revenue streams
- Government funding and reporting
- Oversee the bookkeeper to ensure ongoing appropriate financial management for CCP

Business Development

- Collaborating with the Director to develop a strategic approach to fundraising and commercial opportunities, including the, preparation of proposal documents, contracts and managing associated external relations
- Oversee the marketing of CCP across targeted audiences
- Seeking opportunities for increased income through curating commercial collections
- Identifying relevant sponsorship opportunities, including the preparation of sponsorship documents and management of contracts
- Developing and further building relationships within the existing patrons program

Governance

- Ensuring all reporting and acquittals for funding and contractual obligations and compliance are met according to agreed payment schedules and timelines

SELECTION CRITERIA

Essential

- Extensive career in management and leadership with the ability to influence and engage across the organisation
- A proven track record in professional arts management including successful fund raising, financial management and advocacy through government, philanthropic and corporate settings.
- Strong communication and interpersonal skills, with a personable and approachable manner
- Demonstrable experience in successfully leading small teams in a fast-paced and resource constrained environment.

Capabilities/ Knowledge

- Strong commercial skills.
- Experience with XERO accounting software in an Apple environment.
- Strong interpersonal, verbal and written communication skills.

- Demonstrated passion for contemporary photographic art and supporting artistic practice.
- Understanding of the small to medium arts and/or not-for-profit sectors.
- Ability to successfully encourage an inclusive, collaborative and team-focused workplace.
- Strong administrative and project management skills.
- Understanding of social media marketing channels and strategies.

APPLICATION CRITERIA (It is essential this process is followed)

- Applicants must address the Selection Criteria and provide their current curriculum vitae with the names and contact details of three professional referees.
- Applications that do not address the Selection Criteria will not be considered.
- Email applications accepted in PDF only.
- Applications are due by close of business on **30 June 2017**

Please address your application to:

Anna Reid
General Manager
jobs@ccp.org.au