



McClelland Sculpture Park+Gallery

"A place for inspiring experiences of culture, education, environment and community"

Position Title	McClelland Business and Relationships Manager
Remuneration Package:	Salary circa \$90,000pa (pro-rata 0.8) This is a three-year contract role with a probationary period of 6months.
Organisational Relationships	
Reports to:	Director, McClelland
Supervises:	HR and Accounts Coordinator, Café Manager
Internal Contacts:	All staff & Board of Management and Board Committees
External Contacts:	Local Government Authorities; State and federal bodies; Professional arts networks & organisations Artists and conservators Specialist agencies Community groups and individuals Circle, Members and Art Patrons, and visitors Corporate Sponsors Corporate Partners Trusts and Foundations

McClelland's Mission

To promote public understanding, education and the experience of sculpture and contemporary artistic practice in an Australian bushland environment.

McClelland's vision

To be an internationally recognised open air art institution that celebrates the value of creative practice through its connection to the natural environment.

What we value

- Artistic rigour in all projects and learning programs;
- Respect for Australia's First Nations People, their country and waters;
- Space and time for contemplation beyond our everyday life;
- The opportunity to promote and embed positive experiences and access for all people, irrespective of age, mobility and ethnicity, and through valuing our cultural difference;
- Ethical innovation that promotes considered and high quality experiences across our four central tenets: culture, education, environment and community;
- Financial success that continues to see McClelland flourish in a prudent and sustainable way, reflecting McClelland's significant place as a large cultural asset of great value in Australian art history.

What we offer

A unique, discovery based experience of iconic Australian sculpture in an open air environment within a safe and welcoming setting for all people.

The Position

McClelland seeks an experienced, inspired and highly motivated Business and Relationships Manager to manage and deliver the organization's governance, finance, and philanthropic business and oversee human resources. The role is accountable for the successful delivery of these aspects of McClelland's arts business. The Business and Relationships Manager works to the Director to steer and successfully implement the strategic direction of the company.

Prospective candidates should be experienced in all areas of financial management for a medium sized organisation, along with the human resources and corporate compliance context of Australian Charities. The successful candidate would have excellent interpersonal, written and verbal communication skills; a strong track record in multitasking across competing aspects of the role, writing and acquitting grants, and previous demonstrated experience in corporate responsibility as it relates to reporting for Australian Charities, ASIC and the ATO. A strong understanding of the arts business sector will be highly regarded in conjunction with outstanding management skills.

Key Selection Criteria

- [1] Proven experience in a similar position within an arts organisation or related industry for at least 6+ years
- [2] High level business acumen, strategic thinking and proven ability to manage human resources and day to day operations of an organisation
- [3] Excellent financial management skills and demonstrated experience, including budgeting and cashflow management
- [4] Demonstrated success in developing fundraising and grant submission proposals and stakeholder management
- [5] Excellent verbal and written communication with high level interpersonal skills including the ability to function in a small dynamic team

This position is based in Langwarrin, Melbourne. Applications close at 11.59pm on 15 March 2020

Scope of Business and Relationships Manager Role:

Administration and Operations

- Maintain up to date administrative records for all aspects of corporate compliance
- Ensure that all McClelland's Policies are kept updated, complaint and relevant training is undertaken by staff
- Prepare an annual fundraising pipeline to include all govt and non-govt opportunities
- Manage grant and funding applications, reports and acquittals
- Maintain accurate current knowledge of state and national visual arts industry and institutions as it relates to the funding and philanthropic environment
- Support the Director to successfully plan, develop and implement the McClelland's annual program across all aspects of the arts business in accordance with its strategic plan
- Under the Director, effectively lead a team of staff to ensure the timely, cost-effective and sustainable delivery of high-quality programs and ensure that they are delivered on time and within budget
- Manage, support and where required deputise for relevant staff as requested
- Service the Board of Trustees through accurate delivery of minutes, quarterly board papers collation and distribution, including all committees of the board;

Budgets and Finance

- Maintain accurate financial records keeping, plan annual budgets and monitor for quarterly board and and half year forecasting
- Maintain excellent communication with the Director and provide information as requested
- Ensure McClelland's procurement authorities are adhered too
- Ensure clear communication with gallery contractors and suppliers in regards to payment terms and conditions
- Oversee the accurate handling and process all cash, credit and debit card transactions in accordance with McClelland internal process as required
- Develop and adhere to annual and project budgets; manage and maintain cash flow, and financial systems as they relate to the annual audit of accounts

Accountability and Extent of Authority

- Develop and coordinate the planning, development, updating and delivery of all agreed upon targets
- In consultation with the McClelland Director and relevant staff make decisions and oversee the delivery of accurate records, data analysis and documentation as its relates to governance, financial planning, annual staff reviews, board reporting fundraising targets
- Making and implement decisions on the day to day operations within the budget allocation, McClelland policy and procedural guidelines
- The ability to make recommendations and implement improvements to processes and procedures

Judgement and Decision Making

- Ability to handle and make decisions on the day to day operations effectively and in a timely manner
- Ability to assess situations and make recommendations or refer to Director on appropriate issues
- To work independently and to make decisions on a daily basis within the area of professional expertise and in accordance with the agreed upon workloads, McClelland policies and procedural guidelines.

Specialist Knowledge and Skills

- Demonstrated (6+ years) high level experience in business and relationship management across the key areas preferably within an arts or non-profit charity context
- Demonstrated experience in project management and implementation and the associated underlying principles including the ability to monitor budgets and provide timely financial administration
- Demonstrated experience in managing staff to achieve to a high level within a positive workplace culture

- Ensure McClelland is compliant with all financial and statutory requirements. This includes ensuring the company adheres to a strong governance framework, that policies and procedures are current, and financial systems are robust
- Ability to contribute to the development and implementation of sound operational and administrative procedures

Management Skills

- Sound time management, planning and organisation skills including the ability to set own realistic priorities and meet deadlines.
- Well-developed project management
- Well-developed human resource management across payroll, software systems, account payable, invoicing
- Sound administration skills including highly developed organisational skills
- Sound planning management of delegated budgets
- Sound verbal and written communication skills
- Ability to work independently, as well as collaboratively within a team
- Understanding of and ability to implement personnel practices including those related to Equal Employment Opportunity, Occupational Health and Safety and Employee Development.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, contractors, artists, community groups, members of the public and other employees in the administration of an established arts organisation
- Strong communication skills with the ability to communicate effectively with a range of groups and individuals, to discuss and resolve internal and external problems this includes key internal and external stakeholders,
- Ability to support and supervise a team
- Ability to make decisions under pressure, responding to strict deadlines
- Produce internal and external written correspondence as required

Qualifications and Experience

- Tertiary qualifications in business, finance, accounting, with 6+ years workplace experience
- Well-developed computer skills to include Xero, HR Diffuze, Word and Excel
- Languages other than English

Here's how to make an enquiry and apply for the role:

[1] Enquiries to: Lisa Byrne, Director 03 9789 1671

[2] Applications close midnight Sunday 15 March 2020

[3] How to apply:

Send you responses to the key selection criteria (no longer than 1 A4 page per criteria) with your CV as a PDF attachment to an email addressed to - gallery@mcclellandgallery.com.

Subject: Business and Relationships Manager Application [your surname]

The application must be one PDF document including page numbers

Please note - Interviews will be held on one day only, Thursday 26th March in Melbourne.