

PLATFORM ARTISTS GROUP INC.

POSITION DESCRIPTION:

WORK TITLE: Director (Business & Communications)

WORK TYPE: Part-time, 2 days per week (approx 14 hours per week)

WORK LOCATION: City Village, Level 2, 225 Bourke Street, Melbourne

SALARY: Up to \$45,000 (pro-rata), \$18,200 (actual @ 2 days per week)

JOB DURATION: Ongoing

CONTACT: Din Heagney on 0411 985 962

APPLICATION CLOSING DATE: 5pm 10th July 2009

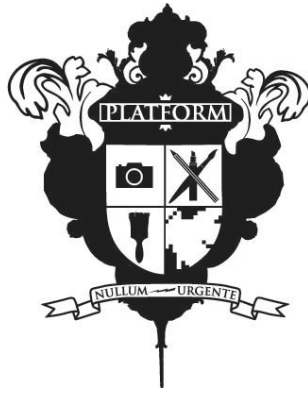
EMAIL: din@platform.org.au

Applications should address how the candidate can fulfil the accountabilities and attributes.

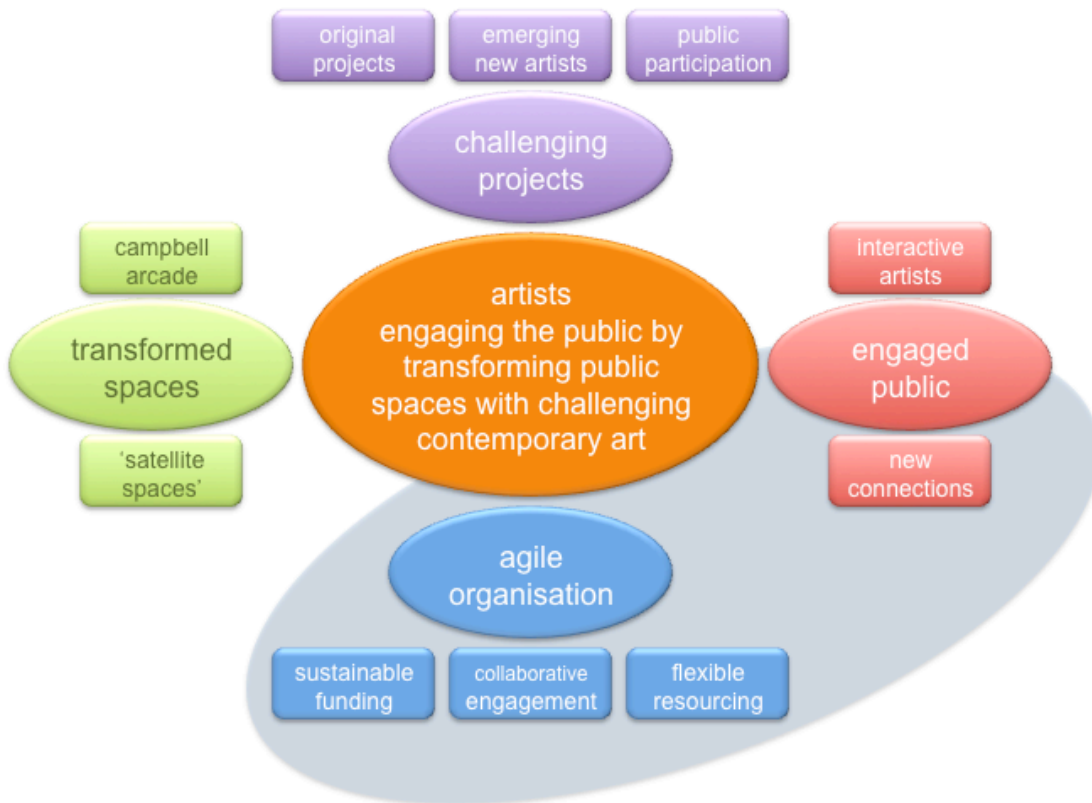
Platform is a not for profit and equal opportunity employer that values creativity, collaboration, diversity, integrity, and operates as an ethical and environmentally responsible organisation.

PLATFORM ARTISTS GROUP INC. ABN 74 159 527 373
GALLERIES DEGRAVES ST SUBWAY (CAMPBELL ARCADE) MELBOURNE
MAIL POST OFFICE BOX 117, FLINDERS LANE VIC 8009
OFFICES CITY VILLAGE LEVEL 2, 225 BOURKE STREET
WEBSITE WWW.PLATFORM.ORG.AU





POSITION CONTEXT:

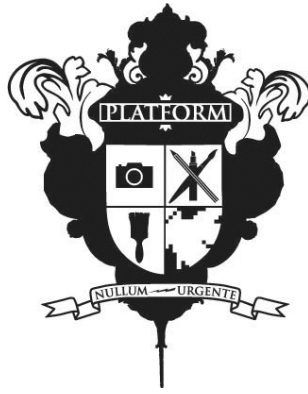


MISSION:

Artists engaging the public by transforming spaces with challenging contemporary art.

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POSITION FOCUS:

➤ Developing an agile organisation

- **Building a sustainable funding model:** increasing grant, sponsor and philanthropic revenues; managing funder and supporter relations
- **Increasing the collaborative engagement of stakeholders:** enabling the Platform team; facilitating financial management, planning and reporting; implementing effective governance systems
- **Developing a flexible resourcing model:** enabling interns, volunteers and collaborators; building a network of supporters

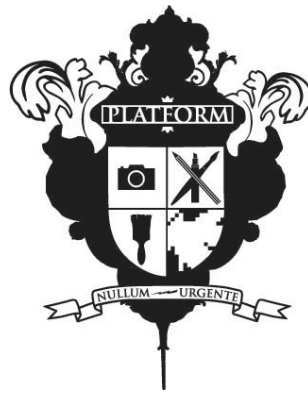
➤ Increasing public engagement

- **Increasing audience and artists connections:** increasing the Platform profile; building the on-line Platform experience; enabling communications channels

ORGANISATION:



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POSITION ACCOUNTABILITIES:

Outcome Expectations	Role Focus
<p>Operating collaboratively to achieve the Platform vision</p>	<p>Working cooperatively with colleagues and stakeholders to deliver annual plan outcomes in ways that demonstrate alignment with Platform values. Contributing to the delivery of projects and programs as required from time to time</p>
<p>Increasing grant, sponsor and philanthropic revenues</p>	<p>Proactively identifying and actioning grant funding opportunities; managing application and acquittal processes. Proactively identifying, developing and realising sponsorship and philanthropic, financial and in-kind, support opportunities</p>
<p>Managing funder and supporter relations</p>	<p>Developing effective relationships with all funders and supporters and facilitating their positive engagement with Platform projects and activities</p>
<p>Enabling the Platform team</p>	<p>Providing effective and timely staff and board management and support systems including financial management, employment, accommodation, communication and administrative systems and processes</p>
<p>Facilitating planning, and reporting</p>	<p>Facilitating the development and documentation of the annual plan; supporting project, event and publications planning activities; managing all annual and periodic management and financial reporting requirements to deliver high quality and timely reports.</p>
<p>Implementing effective governance systems</p>	<p>Managing all regulatory compliance requirements including information obligations and requests; developing relevant policies and processes; maintaining required organisational records; and facilitating all compliance reporting</p>

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Enabling interns, volunteers and collaborators	Encouraging and supporting the engagement of interns, volunteers and collaborators and providing relevant support and administrative assistance
Building a network of a supporters	Identifying opportunities to engage appropriately qualified supporters to assist resourcing of business and communications functions; managing the engagement to build positive rapport
Increasing the Platform profile	Managing the media and key stakeholder interfaces to maximise positive engagement with and coverage of Platform events and activities
Building the on-line Platform experience	Manage the website including all support services; facilitating timely update of content; managing the delivery of any design and development changes
Enabling communications channels	Manage the development and dissemination of all Platform public relations and program or project collateral; manage all communication and invitation and contact lists

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POSITION ATTRIBUTES:

Role Requirements	Attitudes, Qualifications & Experience
Active arts focus	A demonstrable interest and involvement in the arts community required with active engagement within the contemporary visual arts community preferred;
Relevant experience	<p>Demonstrable experience in arts management and/or administration required with particular experience in administration of an incorporated not for profit an advantage;</p> <p>Particular experience in planning, financial management and reporting preferred with relevant qualifications and advantage; experience in people management and regulatory compliance an advantage</p> <p>A background in communications within the arts community preferred with experience in on-line communications, managing media relations and the development of program collateral an advantage</p> <p>Computer literacy with demonstrable fluency with MS Office applications a requirement with publishing system fluency an advantage</p>
Personal engagement	A high level of personal commitment to the Platform vision is a requirement; an ability to work cooperatively and flexibly to achieve Platform outcomes, exercise initiative and take responsibility for results, and build effective working relationships with colleagues and supporters is essential; a preference to contribute to creating a collegial, art focused and enjoyable team environment would be welcome

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