

## DIRECTOR, STRATEGIC INITIATIVES

### POSITION DESCRIPTION AND HOW TO APPLY

Primary location	Regional Arts Victoria's head office is currently situated in Naarm, Melbourne Victoria. Regional Arts Victoria strongly encourages applicants from regional Victoria to apply, and as such, this role can be based anywhere in Victoria. However, you may be required to work from Melbourne and regional Victoria from time to time.
Reporting to	CEO
Direct Reports	Senior Regional Partnerships Manager; Manager, Touring; project staff from time-to-time
Working with	Regional Arts Victoria staff located in Melbourne and across Victoria; external stakeholders.
Position type	Full-time, (5 days a week) contract with a six-month probation period.
Salary details	<ul style="list-style-type: none"> <li>• \$95,000 per annum</li> <li>• 10.5% superannuation</li> <li>• 17.5% holiday leave loading</li> <li>• Mobile Phone and \$40 monthly Phone allowance</li> <li>• Laptop device</li> <li>• Motor Vehicle</li> </ul>
Employment period	Monday 1 August 2022 to Wednesday 31 December 2025 As a senior management role, employment is subject to a National Police Check and Working with Children Check.
Employment Benefits	<ul style="list-style-type: none"> <li>• Warm and welcoming team culture</li> <li>• Flexible Working Arrangements</li> <li>• Professional Development opportunities</li> <li>• Confidential access to Employee Assistance Program</li> <li>• Salary Sacrifice can be negotiated</li> </ul>
Applications open	Wednesday 25 May 2022
Applications close	Midnight, Sunday 12 June 2022
Interviews	Online - Week of Monday 20 June - Thursday 23 June 2022. Access support for shortlisted applicants will be available as required.
Notification	Friday 24 June 2022
Start Date	Monday 25 July 2022
How to apply	<p>First Nations people, people from culturally diverse and/or LGBTQI communities, people of all ages and people with a lived experience of disability, are strongly encouraged to apply.</p> <p>Applications should be submitted through to Angela Pamic, HR Manager, <a href="mailto:hr3@rav.net.au">hr3@rav.net.au</a> and include a covering letter responding to the key selection criteria (maximum 2 pages of text), your CV and the names and contact details of 3 referees.</p> <p>Further details regarding the application process can be found at the end of this document. Please contact Angela on <a href="mailto:apamic@rav.net.au">apamic@rav.net.au</a> or 0460 845 709 if you require alternative access application methods. Late applications will not be accepted.</p> <p>For further information about the role, contact Joe Toohey CEO on <a href="mailto:jtoohy@rav.net.au">jtoohy@rav.net.au</a> or 0407 511 438.</p>
Regional Arts Victoria is a Child Safe Organisation.	Regional Arts Victoria (RAV) is committed to the safety of children and young people who participate in our programs as audience members, participants, and creators. All children and young people, regardless of their gender, race, ethnicity, culture, religious beliefs, age, disability, sexual orientation, family or social background, have the right to feel safe and protected from abuse. RAV has a zero tolerance for child abuse.

## ABOUT THE ROLE

Regional Arts Victoria is the peak body for regional artists and arts organisations across Victoria. As an independent, not-for-profit, membership-based organisation, we foster contemporary and innovative cultural practice across regional Victoria through long-term partnerships with artists, venues and across multiple portfolios and levels of government.

The **DIRECTOR, STRATEGIC INITIATIVES** is a newly created role aimed at supporting the delivery of Regional Arts Victoria's suite of programs including creative recovery, touring programs, and major projects. Working closely with the CEO and Director, Operations, this role will act as the strategic lead for the development and delivery of Regional Arts Victoria's current and future core programs.

## POSITION DESCRIPTION

### Program development

- Maintain a solid working knowledge of trends in regional creative practice and performing arts touring, including regular liaison with on-the-ground staff and networks across Victoria.
- Identify and develop key strategic and artistic partnerships to support needs identified by artists, venues, communities and partners of Regional Arts Victoria.
- Support the CEO in developing programs and initiatives in response to identified needs.
- Work with the CEO to develop policy and procedure for disaster response and recovery programs as required.
- Work closely with the CEO and Senior Managers to develop strategic aims and priorities for Regional Arts Victoria's programs.

### Program management

- Oversee the delivery of touring programs.
- Oversee the delivery of the Regional Cultural Partnerships Program.
- Support touring program staff to manage and develop a diverse program of touring productions and events, offering an inspiring arts experience for audiences of all ages.
- Ensure all programs have effective quality control and risk management processes in place.
- Work with the Director, Operations to secure funding for projects and touring programs, maintaining updated industry knowledge as well as collegiate relationships with funding bodies.
- Support staff to negotiate and contract with artists, producers and major cultural institutions in Victoria including setting fees, terms and conditions for touring and projects.
- Monitor programs budgets closely and review regularly with the Director, Operations.
- Ensure programs are successfully acquitted and reported on to all bodies on time and to a high standard.
- Ensure that Regional Arts Victoria's creative programs remain artistically vibrant, industry supported and marketable.
- Oversee the delivery of an annual program of professional development and networking opportunities in regional locations (e.g., forums, information sessions, workshops, roundtables) for members, colleague organisations, and creative communities.
- Work closely with Managers to annually review program impact.

## **Partnerships and networks**

- Develop and maintain excellent communications and working relationships with key industry bodies.
- Liaise effectively with relevant government departments and philanthropic supporters of key Regional Arts Victoria programs.
- Develop and deliver industry development events in consultation with key partners.
- Present relevant and expert resources, forums and workshops that develop industry expertise wherever possible.

## **Staff management**

- Manage a network of regional staff across Victoria, including ongoing and project-based roles.
- Working with the Human Resources Manager, actively supervise and develop staff including recruitment and selection; workplan review and performance development; and monitoring compliance with the Employment Policy.
- Ensure staff are working to plans that align with strategic plan objectives.

## **Shared responsibilities, Executive Leadership Team**

- Maintain an engaged, authoritative, and inspirational voice as a public advocate for the arts and for Regional Arts Victoria.
- Contribute actively to an organisational culture of safe working, collaboration, and sustainability.
- Contribute actively to organisational strategic planning and reporting.
- Maintain strong and productive relationships with other cultural organisations at a state-wide level in order to support Regional Arts Victoria's role as a leadership organisation.
- Actively contribute to Regional Arts Victoria's organisation wide commitment to and responsibility for child safety and wellbeing.
- Evaluate, report and acquit internal and external projects, partnerships and funding relationships with diligence and care.
- Present to the Regional Arts Victoria Board as required.
- Deputise for the CEO as required.

## **KEY SELECTION CRITERIA**

1. Demonstrated experience in managing high-performance teams in a creative context.
2. A well-developed understanding of the regional Victorian arts sector, with established networks and a track-record of program delivery for artists, organisations and audiences.
3. Solid arts management experience and/or formal qualifications and a strong track record of high-level arts administration. Or experience in non-arts business management, and a demonstrated understanding of the unique business management conditions for a not-for-profit arts company.
4. Excellent communications and professional writing skills, including previous experience in writing funding applications and advanced reporting skills
5. Strong process and time management skills, with the ability to work independently and collaboratively.
6. A record of achievement at a senior level in formulating strategy and programs that have resulted in substantive change.
7. Resourcefulness, with a keen sense of initiative in identifying and analysing problems, systems and solutions.
8. Initiative, drive and responsiveness to emerging opportunities and demonstrated leadership capacity.
9. Desirable: experience working with a Board or Committee of Management.
10. Desirable: experience working in a performing arts touring context.
11. Desirable: understanding of emergency response of working with communities in trauma.

The successful applicant will be required to undergo a Working with Children Check and National Police check to be eligible for the role. (Regional Arts Victoria will meet the cost for the successful applicant)

## **APPLICATION PROCESS**

1. If after reading through this document and visiting our website, you have further questions about the role, please email Joe Toohy CEO on [jtoohy@rav.net.au](mailto:jtoohy@rav.net.au) with the Subject heading "Recruitment enquiry – Director, Strategic Initiatives" or 0407 511 438.
2. Your application must consist of a covering letter responding to the key selection criteria (maximum 2 pages of text), a brief CV and the names and contact details of three professional referees. Please email as a single PDF with your name and the position title as the document's name. Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.
3. Please contact Angela on [apamic@rav.net.au](mailto:apamic@rav.net.au) or 0460 845 709 if you require alternative access application methods.
4. Applications by email only should be sent to the Human Resources Manager, [hr@rav.net.au](mailto:hr@rav.net.au) with your name and the position title as the subject heading.  
Eg RAV Director, Strategic Initiatives Application – Jill Smith
5. Shortlisting will take place quickly after close of applications on Midnight, Sunday 12 June 2022. To be fair to all applicants, no late applications will be accepted.
6. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
7. Online Interviews will take place in the week of Monday 20 June – Thursday 23 June 2022. If you already know that you are unavailable on these dates, please mention this in your covering letter.
8. This role has a start date of Monday 25 July 2022. If you already know that you are unavailable for this start date, please mention this in your covering letter and propose an alternative start date.