

Chief Executive officer (CEO)

POSITION DESCRIPTION AND HOW TO APPLY

Primary location	Regional Arts Victoria's head office is currently situated in Naarm, Melbourne Victoria. Regional Arts Victoria <u>strongly encourages</u> applicants from regional Victoria to apply, and as such, this role can be based anywhere in Victoria. However, you will be required to work from Melbourne and other areas of regional Victoria from time to time.
Reporting to	Board
Direct Reports	Director, Strategic Initiatives; Director, Operations; Senior Manager, Arts & Education
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"> • \$110,000 per annum • 10.5% superannuation • 17.5% holiday leave loading • Mobile Phone and \$40 monthly Phone allowance • Laptop device • Motor Vehicle
Employment period	Monday 3 October 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"> • Warm and welcoming team culture • Flexible Working Arrangements • Professional Development opportunities • Confidential access to Employee Assistance Program • Salary Sacrifice can be negotiated
Applications open	Tuesday 3 August 2022
Applications close	Midnight, 24 August 2022
Interviews	In person, Melbourne office – Week of 29 August 2022. Access support for shortlisted applicants will be available as required.
Notification	Monday, 5 September 2022
Start Date	Monday, 3 October 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 emailed as a single PDF (max 7 pages) with your name and the position title as the document's name to Angela Pamic, HR Manager, hr3@rav.net.au. Applications must consist of</p> <ul style="list-style-type: none"> • a cover statement outlining your vision for Regional Arts Victoria (max. 1 page of text) • a document responding to the key selection criteria (max. 3 pages of text), • a brief CV including contact details of three professional referees (max. 3 pages of text) <p>Further details regarding the application process can be found at the end of this document. Please contact Angela on apamic@rav.net.au 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 Deputy Chair of the Board, Rebecca Brezzi on hr3@rav.net.au or 0424 592 544.</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. The position is subject to a National Police Check and Working with Children Check.

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 **Chief Executive officer (CEO)** of Regional Arts Victoria is a key leadership role in the Victorian arts sector. Overseeing all of Regional Arts Victoria's operations, the CEO is a conduit between the programs and strategic ambitions of the Board and Membership of the organisation. Regional Arts Victoria is seeking a visionary arts leader to guide the company into its next phase.

POSITION DESCRIPTION

Strategy and planning

- Provide inspirational leadership both within the organisation and to the broader arts sector.
- Lead the development and implementation of Regional Arts Victoria's strategic plan and annual business plans.
- Ensure Regional Arts Victoria maintains an artistic program that's vibrant and relevant, generating opportunities for regional artists.
- Nurture positive and constructive relationships with federal, state and local governments, as well as with a diverse range of artistic and regionally focused organisations.
- Support the Director, Operations to create and monitor organisation budgets and oversee the effective financial management of the organisation.

Programs and partnerships

- Ensure effective management of the organisation.
- Build Regional Arts Victoria's profile and positioning.
- Ensure all programs are adequately resourced, proactively nurturing funding relationships and partnerships, and supporting senior staff in making excellent funding applications.
- Oversee the delivery of Strategic Initiatives, as well as support the vision and delivery of key ongoing Regional Arts Victoria programs.

Staff management

- Supervise and support the Senior Management team including recruitment and selection; workplan review and performance development; and monitoring compliance with the Employment Policy.
- Ensure staff are working to workplans that align with strategic plan objectives.
- Actively connect and integrate across programs within Regional Arts Victoria to promote a holistic and collaborative organisational culture.
- Maintain a cohort of talented and collaborative staff and volunteers.

Governance and compliance

- As Company Secretary, provide strategic and secretariat support to the Board and promote the smooth operations of its sub-committees and working parties.
- Work with the Director, Operations and Director, Strategic Initiatives, to compile and distribute Board papers and briefings to support the Board of Management to discharge their duties.

Shared responsibilities, Executive Leadership Team

- Maintain an engaged, authoritative and inspirational voice as a public advocate for the arts and for Regional Arts Victoria, with a focus on the organisation's partnerships.
- 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.
- Evaluate, report and acquit internal and external projects, partnerships and funding relationships with diligence and care.

KEY SELECTION CRITERIA

1. Demonstrated experience in leading an arts or non-profit organisation.
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. Experience in working with organisation and project budgets.
4. High-level advocacy experience, including experience working with State, Federal and Local Government and philanthropic bodies, as well as relationships with other arts organisations across the State.
5. Solid management experience, including experience managing high-performing staff.
6. Excellent professional writing skills, including previous experience in writing funding applications and advanced reporting skills.
7. High-level communication skills, which might include experience media, workshop, and/or conference presentation experience.
8. Strong process and time management skills, with the ability to work independently and collaboratively.
9. Demonstrated achievement at a senior level in formulating and delivering strategy and programs that have resulted in substantive change.
10. Resourcefulness, with a keen sense of initiative in identifying and analysing problems, systems and solutions.
11. Desirable: experience working with a Board or Committee of Management.

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 Deputy Chair of the Board, Rebecca Brezzi at hr3@rav.net.au with the Subject heading "Recruitment enquiry – CEO" or call 0424 592 544.
2. Applications should be emailed as a single PDF (max 7 pages) with your name and the position title as the document's name (Eg *RAV Chief Executive officer (CEO) Application – Jill Smith*) to Angela Pamic, Human Resources Manager hr3@rav.net.au.

Applications must consist of

- a cover statement outlining your vision for Regional Arts Victoria (maximum 1 page of text)
- a document responding to the key selection criteria (maximum 3 pages of text),
- a brief CV including contact details of three professional referees (maximum 3 pages of text)

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 or 0460 845 709 if you require alternative access application methods.
4. Shortlisting will take place quickly after close of applications on 24 August 2022. To be fair to all applicants, no late applications will be accepted.
5. 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.
6. Interviews will take place in the week of 29 August 2022. If you already know that you are unavailable on these dates, please mention this in your covering letter.
7. This role has a start date of 3 October 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.