

Position Description Artistic Director

Position title	Artistic Director
Term of contract	Part-time (0.6 FTE), fixed-term position to 31 December 2024, with an option to extend by mutual agreement depending on funding.
Reporting structure	Reporting to: Bus Projects Board Direct reports: Program Coordinator, installation contractors and volunteers
Key relationships	Internal: Board, staff, volunteers, contractors External: Artists, funding bodies, donors, organisational partners, commercial partners
Location	Bus Projects is currently located at Collingwood Yards, 35 Johnston Street, Collingwood, Victoria. However, the gallery will be relocating in early 2023 to new premises. There will be a period of working from home during this transition process.
Salary	The salary is \$60,000 per annum, pro-rata at 0.6 FTE, plus superannuation. In line with current legislation, the mandatory employer contribution will be paid into a complying superannuation fund nominated by the employee. The role includes pro-rata annual and personal / carer's leave entitlements as mandated by current legislation.
Hours	The role is a part-time position at 0.6FTE. Ordinary working hours are Wednesday to Friday 10am-6pm, or as otherwise agreed. The role requires occasional work out of hours, particularly during installation periods, openings and the delivery of events.

About Bus Projects

Bus Projects is one of Australia's leading not-for-profit, artist-led organisations in Naarm Melbourne and a dynamic platform for new art and discourse. Through our ambitious artistic program, we empower Australian artists to create and present new work, promote the value of art as a common good and position artists' practices as central to the life of our community.

Driven by an artist-centred philosophy and by giving primacy to artists' decision-making, Bus Projects invests in and collaborates with artists to produce ambitious, radically situated and globally connected exhibitions, performances, screenings, workshops, forums, research and publications. We couple a passionate localism—deeply rooted in Naarm Melbourne's artistic community—with active national and international engagement. Our program generates real and meaningful cultural value through the career development of artists and the production of new art.

About the Role

Bus Projects is seeking a passionate artist or arts worker to join the team in a key leadership role as the Artistic Director. The Artistic Director provides artistic and strategic leadership to the organisation, working collaboratively with the Board to ensure long-term organisational sustainability. This opportunity arises at a pivotal moment in Bus Projects' history, as we prepare to relocate to new premises and build an exciting new future for the organisation.

The Artistic Director is accountable for collaboratively developing and achieving Bus Projects' artistic vision and strategic goals and the overall management and care of the organisation. The role oversees the design and delivery of our highly regarded artistic program, bringing individual research and creativity to the development of the program and our open-call methodology. The role also collaborates with the Board to develop, implement and review the Bus Projects strategic plan, including defining and reviewing the organisation's vision, mission, values, goals, strategies and evaluation framework.

Having the ability to work in an open, empathetic, speculative and collaborative way with artists to nurture creative ideas is vital to the success of the role. The role is suited to an early or mid-career artist or arts worker with arts management skills, strong knowledge of local, national and international practice, existing sector relationships and networks and a keen interest in leading a small artist-led organisation. The ideal candidate will understand the vital role that Bus Projects plays within the local and national arts ecology and be committed to ensuring the sustainability of the organisation. This position is ideal for someone looking to take the next step in their career by guiding one of Australia's leading artist-led not-for-profit visual arts organisations through its next chapter.

Key Responsibilities

Artistic program development and management

- Lead the collaborative design, development and delivery of Bus Projects' annual artistic program, fulfilling Bus Projects' role as a leading artist-led organisation, and ensuring the program has a local, national and international reach.
- Oversee and manage the annual open-call for proposals and chair the Artistic Advisory Committee, strengthening our open-call programming methodology and encouraging strong engagement from diverse artists and communities.
- Lead the provision of a professional and caring environment for artists, supporting and collaborating with artists to produce ambitious outcomes.
- Oversee the planning, implementation and delivery of the artistic program, including developing and maintaining project schedules and budgets and managing risk.
- Maintain excellent relationships with participating artists, audiences and key stakeholders and develop networks locally, nationally and internationally to support and profile the work of Bus Projects.
- Develop, review and administer exhibition and project contracts and ensure that contractual obligations are met.

Strategy and budget

- In collaboration with the Board, develop, implement and review the Bus Projects strategic plan, including the organisation's vision, mission, values, goals, strategies and evaluation framework and engage in regular planning and strategy meetings.
- In collaboration with the Board and Treasurer, develop and maintain an annual budget and project budgets for artistic programs and funded activities.
- Oversee and manage budget administration, collaborating closely with the Bus Projects bookkeeper to ensure all financial milestones are met, such as fortnightly payroll, the annual audit, BAS reporting, super, WorkCover insurance, ATO payments etc.
- Participate in regular budget meetings with the bookkeeper, Chair and Treasurer and work with the bookkeeper and accountant to complete the annual audit.
- Maintain a clear understanding of Bus Project's financial position and jointly with the Board, assume responsibility and accountability for the organisation's financial health.

Grants, fundraising and development

- In collaboration with the Board, conceive, write and manage funding applications for government and philanthropic support.
- Lead the completion of reports and acquittals related to funding and grants, ensuring annual reporting requirements are met in a timely manner.
- Develop and manage new and existing working relationships with government funding agencies, local council, and other stakeholders to create new opportunities.
- In collaboration with the Board, develop and deliver annual fundraising plans to ensure fundraising targets are met.

Organisational management and compliance

- Provide collaborative and supportive leadership to the Bus Projects team, managing and mentoring staff, contractors, interns and volunteers.
- In collaboration with the Board, oversee the recruitment of staff and the administration of employment contracts and remuneration in line with the annual budget.
- Manage the day-to-day operational environment, including gallery administration, OHS compliance, staff amenities, facilities maintenance and other operational priorities.
- In collaboration with the Board, negotiate leases associated with tenancies and ensure that the organisation remains compliant with all legal agreements and obligations.
- In collaboration with the Board, develop, implement and update policies and procedures for the management of Bus Projects.
- At all times, lead, model and encourage a productive, collegiate, safe and harmonious work environment, ensuring all policies are adhered to and occupational health and safety standards are maintained.

Marketing and communications

- Oversee the development and implementation of marketing, communications and public relations strategies to engage and build a diverse and dynamic community around Bus Projects' programs locally, nationally and internationally.
- Maintain the organisation's brand, liaising with designers and web developers to ensure Bus Projects has a strong presence both online and in print.
- Oversee the development of engaging writing and content across all of Bus Projects' communications channels, ensuring all content is consistently of a high standard.
- Represent Bus Projects and the artistic program in the media, the community, and to major stakeholders.

Community and stakeholder relationships

- Maintain excellent relationships with artists, other arts organisations, our All Conference and ARI peers, and community partners and stakeholders.
- Develop a visible and active public presence to support Bus Projects' profile and develop new opportunities to progress Bus Projects' strategic goals.

Governance

- Attend all Board meetings and provide written reports on the status of artistic and operational goals.
- Oversee and chair all artistic sub-committees, such as the Artistic Advisory Committee.
- In collaboration with the Chair, support the administration of Board business such as developing Board meeting agendas, coordinating the AGM, submitting annual ACNC reporting, and appointing new Board members.
- Build productive relationships with the Board, including participating in relevant Board sub-committee meetings and projects.
- Prepare briefing papers for the Board outlining key issues for discussion or decision as required.
- Keep the Board informed and regularly updated on all organisational risks, challenges and opportunities.

Key Selection Criteria

Bus Projects welcomes applications from candidates at all stages of their careers. The selection criteria outlined below are the desired attributes for this role. However, we strongly encourage candidates who are still developing their skills and experience in the arts sector to consider applying.

1. Deep knowledge of the Australian arts sector and artistic practice, including demonstrated knowledge of local, national and international artistic practice, and established networks and relationships across diverse artistic disciplines, organisations and the arts sector.
2. Experience leading and delivering artistic programs, events or projects, including a commitment to artist-led practice and the ability to engage with diverse

- communities of practice.
3. High-level leadership, communication and relationship skills, including demonstrated ability to work effectively with artists, community, funding and organisational stakeholders and the ability to offer collaborative leadership to a small team.
 4. Arts management, business or operational management experience, including an understanding of the operating environment of small organisations and the not-for-profit sector.
 5. Grant writing and fundraising skills, or the potential to develop these skills.
 6. Familiarity with various software applications, including Google Workspace, Adobe In Design, Adobe Photoshop, and Xero.

How to Apply

- Applications close on *Friday 20 January, 2023, 5pm.*
- Applications must include a statement of no more than 2 pages addressing the key selection criteria, along with a resume and cover letter outlining why you would like the role. Applications must be submitted as one (PDF) document with your name and the role title as the file name.
- Please send your application to *info@busprojects.org.au* with the subject line *APPLICATION: Bus Projects Artistic Director.*
- To enquire about the role, please email Bus Projects Interim Director & Board Chair, Nella Themelios: *nella@busprojects.org.au.*
- Bus Projects is an equal opportunity employer and provides a safe and inclusive workplace for staff and stakeholders. First Nations people, people living with a disability, LGBTIQ+ people and culturally and linguistically diverse people are encouraged to apply for this position.