

POSITION DESCRIPTION: EXECUTIVE OFFICER

Artback NT is looking for a dynamic individual to lead one of Australia's unique and most exciting arts organisations.

Artback NT's Executive Officer is responsible for the successful leadership and management of the organisation. This includes the proper administration of all artistic, financial and business affairs of Artback NT and other duties as required by the Board in accordance with the Artback NT Strategic Plan 2020 – 2024 and Artistic Program.

The position is responsible for staff in offices in Darwin, Alice Springs and Borroloola, and teams delivering activities across the Northern Territory, nationally and internationally. This role offers variety, challenges and opportunities to show initiative. The successful candidate will combine business experience with a strong understanding of community cultural development.

Indigenous applicants are encouraged to apply.

ARTBACK NT

Artback NT is the Northern Territory's performing and visual arts touring agency and one of the new entrants into the National Performing Arts Partnership Framework (from 2021).

Artback NT is the only multi-artform development and touring agency in the Northern Territory. We are the 'go-to' organisation that connects artists, audiences and communities to ensure that NT narratives are central to the Australian context. We are the gateway to sharing the rich cultures, stories and art of the Territory with Australia and the rest of the world.

Connecting people and place through arts development and touring

EXECUTIVE OFFICER

Salary: \$115,000 plus superannuation

6 weeks annual leave / 10 days sick leave

Hours of work: 38 hours per week. Some out of hours work will be required.

Reports to: Board, Artback NT

Location: Level 2 - Harbour View Plaza, Darwin, 8 McMinn Street, Darwin

DUTY STATEMENT

Operations

- Maintain the core organisational activities for the successful development, management and delivery of touring visual and performing arts in the Northern Territory, nationally and internationally.
- Provide accurate and timely reporting in relation to the expected outcomes as per any and all conditions of funding, government contracts and the Artback NT Strategic Plan.
- In consultation with program managers, oversee the development of touring arts programs both within the Territory, nationally and internationally.
- Devise and implement relevant strategies and vision that benefit the organisation in the long term.
- Respond to the changing needs of meeting strategic, governmental and organisational objectives.
- Oversee external / internal policy and procedural guidelines and documents.
- Maintain, support and extend professional relationships as appropriate with all relevant local and national bodies and representatives in the field.
- Represent and advocate on behalf of the organisation and the wider NT regional arts sector.
- Oversee media promotion for the organisation and its programs.

Financial

- Prepare and control budgets and financial planning and reporting.
- Negotiate contracts, assist, prepare and supervise production of funding submissions.
- Maintain and develop sponsorship for the organisation.
- Report and advocate to Local, State and Federal agencies and funding bodies.
- Oversee data input and budget expenditure.
- Acquit grants responsibly and within a timely manner.

Human Resources

- Oversee recruitment, supervision, support and review of staff and consultants to ensure effective standards of work and management practices.
- Ensure Artback NT operates in accordance with Equal Employment Opportunity and Occupational Health & Safety Legislation.
- Upon resignation, plan for and facilitate an effective succession planning process (including transition or handover process where possible).

Administration

- Report regularly to the Board, preparation of agendas, recording / distributing minutes.

APPLICATION – Closing date 5:00 pm Friday 3 September

To apply:

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

You will also need to provide a CV and three professional referees.

All applications are to be sent via email.

If you have any queries please contact Louise Partos or Susan Congreve on:

eo@artbacknt.com.au | 08 8941 1444

Selection Criteria - Essential

- Previous experience in a leadership position at an arts organisation, not-for-profit or equivalent
- Strong relationship management skills with experience working with Board members, Government, funders, partner organisations and sponsors
- Experience in strategic planning, policy development, organisational and staff management



Artback NT

ABN 72 598 610 340

Artback NT acknowledges the Traditional Owners of Country on which we work and travel.

Level 2, Harbour View Plaza,
8 McMinn St, Darwin City NT 0800
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- Demonstrated high-level financial experience, including development and management of program and organisational budgets and preparation and acquittal of funding applications
- Highly developed interpersonal skills, including the proven ability to negotiate and gain the cooperation of others to resolve issues (including negotiation, advocacy and human resource skills)
- Demonstrated understanding of community cultural development and a commitment to ensuring culturally safe professional practice
- Demonstrated experience in working cross-culturally
- High level written and oral communication skills, including IT skills, attention to detail, and ability to effectively relate to and communicate with diverse stakeholders and audiences

Selection Criteria – Desirable

- Tertiary qualification in arts and/or business management
- Awareness of regional and remote communities and the issues that affect their participation and development
- Knowledge of the Northern Territory arts sector