

TJC

POSITION DESCRIPTION

Position Title:	CHIEF EXECUTIVE OFFICER (CEO)
Position status:	Fixed-term full-time position for initial period of five (5) years with six (6) month probation period and potential for renewal of contract at conclusion of initial term
Remuneration package:	an attractive package with 11% superannuation
Reports to:	Chairman, TJC Trust
Venue Location:	East Melbourne

THE ORGANISATION

The Johnston Collection (TJC) is a multi-award-winning and critically acclaimed museum and exhibition house established in an historic East Melbourne townhouse.

The museum partners with leading practitioners from a range of contemporary art and design disciplines to re-interpret the extensive collections of European fine and decorative arts in an annual program of exhibitions, lectures, guided tours, study days and workshops.

TJC opened to the public in 1990 as an independent, not-for-profit public museum managed by The WR Johnston Trust. TJC is the legacy of William Robert Johnston (1911-1986), antique dealer and collector, who left his Estate for the inspiration and enjoyment of others.

In particular, TJC offers visitors intimate engagement with the collection of mostly English decorative arts of the 18th and 19th centuries. From time to time, these collections have been experienced in imaginative dialogue with commissioned work by contemporary artists.

Recently, TJC was successful in its application to the City of Melbourne for a new *Planning Permit (TP-2019-62)*, enabling TJC now to operate 7 days per week and open to the public 5 days per week. The incoming CEO will devise strategies to optimise this enhanced operational flexibility in the interests of audience reach and development.

OVERVIEW OF THE POSITION

TJC is seeking an enterprising CEO with vision, imagination, a strong professional network and demonstrated management experience to lead this distinctive organisation into its next exciting chapter.

The role of CEO is instrumental to the enhancement of the visitor experience at TJC on the one hand and the organisation's financial sustainability on the other.

Under the general direction of the Trust's Chair, the CEO leads the conceptualisation, planning, implementation, and oversight of all TJC activities including community engagement, programming, collection development and conservation, liaison with key stakeholders, fundraising, staff development and volunteer training.

The position entails some evening, weekend, and after-hours work.

KEY RESPONSIBILITIES

Artistic excellence

- Plan and deliver an outstanding and artistically stimulating program of exhibitions, lectures and other activities that contextualise the collections within imaginative thematic, historical, and stylistic frameworks and, on occasion, by engaging with contemporary creatives in a variety of disciplines, to stimulate and sustain audience allegiance.
- Research, propose and negotiate acquisitions and oversee all aspects of collection management, research, display, loans, cataloguing and conservation.

Audience development

- Maximise local and wider community participation in TJC programs and activities.
- Liaise with TJC support groups to grow and maintain Friends and other memberships.
- Act as TJC spokesperson and represent TJC in professional and other forums.
- Liaise with appropriate tourism and other bodies to enhance the TJC profile and reputation.

Fundraising

- Identify and establish fruitful relationships with prospective sources of government, corporate, philanthropic and individual funding.
- Liaise with TJC support groups regarding fundraising activities.
- Lead fundraising programs to secure a sustainable future for TJC.

Financial management

- Ensure financial viability of TJC by developing and implementing strategies to build operating reserves.
- Oversee, monitor, and maintain responsible financial management, budgeting, governance and risk management systems and procedures.
- Assume responsibility for budgeting and oversight of accounting, acquittal and reporting processes.

Governance and Compliance

- Act as Secretary to the Trust, provide strategic and policy advice, report to the Trustees in a comprehensive and timely manner.
- Attend all meetings of the Trustees and manage out-of-session liaison with the Trustees.
- Ensure best-practice corporate governance and compliance with statutory, financial and legislative obligations.

Operational management

- Lead and direct TJC operations, people and resources to ensure TJC meets its objectives and does so within agreed budgets.
- Ensure the maintenance and effective management and security of all TJC properties and collections.
- With the Trustees, develop and enact a vision for future TJC growth and prepare policies in pursuit of TJC strategic objectives.
- Implement the decisions of the Trustees.

Human Resources

- Ensure all practices at TJC comply with anti-discrimination and occupational health and safety (OHS) legislation as well as protocols that promote equal opportunity, ethical practices and cultural diversity in the provision of a safe, productive, fair and harmonious workplace.
- Oversee effective management, recruitment and induction of TJC staff to ensure the organisation's objectives and professional standards are met.
- Be responsible for annual and ongoing reviews of staff performance including that of key volunteers.

KEY SELECTION CRITERIA

Qualifications:

- Tertiary qualifications in art, design or related field.
- Post-graduate qualifications in museum or arts management an advantage.

Capability and experience:

- Previous experience working in the museum/gallery/not-for-profit sector, and as an effective arts management professional.
- Experience in business management and/or marketing and proven ability to efficiently set and meet budgetary and programming targets.
- Curatorial experience in the public gallery/museum sector.
- Experience in fund-raising and financial management.
- An established network of professionals in the museum and creative sectors.
- Knowledge of the operations of an exhibition house.
- Superior skills in stakeholder management and communication.
- Ability to motivate, encourage and oversee a small team of staff and volunteers.

Personal attributes:

- Enterprising, empathetic, passionate and strategic.
- Committed to enhancing TJC's reputation and operations.
- A professional of integrity and imagination.
- Highly motivated and a strong but inclusive leader.
- Knowledge of and keen interest in art and design history, chiefly in relation to European history and decorative arts.
- Driven to lead a small but creative team.

PERFORMANCE MEASURES

Key performance objectives include:

- Delivery of artistically outstanding and imaginative programs.
- Meet or exceed objectives within agreed timelines and budget parameters.
- Ensure TJC team is professionally well equipped, supported, valued and motivated to achieve organisational goals.
- High level of satisfaction among key stakeholders, including as reflected in healthy relationships, fundraising success, membership growth and retention.
- Enhanced TJC reputation locally, nationally and internationally.
- All statutory and contractual requirements are met.

TERMS AND CONDITIONS OF EMPLOYMENT AND OTHER RELEVANT INFORMATION

The tenure of this position is full-time (1.0 FTE or 37.5 hours per week), initially for a fixed term of five (5) years with potential for review and renewal of contract. The regular workdays for this role are from Monday to Friday (inclusive) from 9:00 am to 5:00 pm.

The salary package is based on a 37.5-hour week and twenty (20) days per annum of annual leave plus sick leave of ten (10) days per annum (which includes sick leave and carers leave) and 11 % superannuation company contribution. Entitlements are pro-rata for part-time employees.

The position is based in East Melbourne and may involve occasional travel. There will be occasions when the hours of duty may be required to be undertaken beyond the usual spread of hours such as some evening and weekends, for events or exhibition openings.

The appointment is subject to the successful completion of an initial six (6) month probationary period, thereafter termination by either party will require written notice of eight (8) weeks (two months).

General terms and conditions as described further in the *Terms and Conditions of Employment and the Employment Policies and Procedures Manual*.

TJC is an Equal Opportunity Employer and a smoke-free work environment. The preferred applicant will be required to hold a Working with Children Check and undergo a satisfactory Victorian Police Records check.

You may be provided with or use equipment that contains electronic monitoring devices.

Compliance with TJC's drug and alcohol policy stipulates that all employees and contractors are responsible to be drug and alcohol free while at work.

Some flexibility in working hours is required including early starts, weekends and/or evening work.

In order for us to work within a requirement of our Planning Permit issued by the City of Melbourne, it is a legal requirement for staff or volunteers not to park their car in the vicinity of TJC at any time. We strongly advise that public transport is the best mode of transport to TJC.

Further enquiries may be directed to: Kathy Pappas, Administration and Communications Manager | admin@johnstoncollection.org

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with TJC.

Please ensure that you read the instructions carefully, prior to submitting your application

Applications should be marked 'Confidential' and may be submitted by:

Email: admin@johnstoncollection.org (Preferred option)

Post: The Johnston Collection | PO Box 79 | East Melbourne VIC 8002

Please ensure that your application includes:

- Covering Letter (max. 1 page).
- A copy of your current resume.
- A statement addressing each selection criteria.

Applications must be received by **Sunday 7 May 2023 at 11:59PM.**

Applications will be short-listed for interview based on the responses to the selection criteria.

Please note: if your application is successful, we will require the following documents prior to commencement:

- If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. evidence of citizenship/permanent residency status or working visa.

For further information on The Johnston Collection, please visit our website at www.johnstoncollection.org. Again, thank you for your interest in this position; we look forward to receiving your application.