

ARTISTIC DIRECTOR and co-CEO, POSITION DESCRIPTION

<p>Purpose of role:</p>	<ul style="list-style-type: none"> • Jointly (with the Executive Director) lead the organisation in the achievement of its vision, mission and goals. • Lead the design and delivery of artistic programs that realise Next Wave's statement of intent and fulfil our role as the leading national organisation for emerging artists, based in Melbourne with a national and international reach. • Take responsibility for the creation and delivery of the 2016 Next Wave Festival, and the development and commissioning programs leading into it, within allocated budgets. • Develop curatorial, employment and production models to support the delivery of the artistic program, in conjunction with the Executive Director, within allocated budgets. • Be the visible 'face' of, and public spokesperson for, Next Wave, locally, nationally and internationally. • Support the Executive Director to achieve the objectives of his/her role.
<p>Location:</p>	<ul style="list-style-type: none"> • Based in Melbourne, Australia • The Artistic Director role involves regular interstate travel and occasional overseas travel for partnership development, artist research, professional development and networking.
<p>Reporting line:</p>	<ul style="list-style-type: none"> • Chairperson and Board of Directors
<p>Direct reports:</p>	<ul style="list-style-type: none"> • Curatorial team (Artistic Program Manager, Associate Producers)
<p>Key interfaces:</p>	<ul style="list-style-type: none"> • Executive Director (co-CEO) • Chairperson and Board of Directors • Next Wave staff • Associate Producers • Artists • Funding bodies, donors, sponsors • Network of partners • Curatorial panel • Community and interest groups
<p>Primary accountabilities (jointly held with Executive Director)</p>	<p><i>Direction and strategy</i></p> <ul style="list-style-type: none"> • In conjunction with the Next Wave Board, develop the organisation's business plan including vision, mission and goals. • Take the operational lead on establishing and implementing strategic objectives and key performance indicators (KPIs) • Monitor and evaluate operational activities of the organisation, and ensure that KPIs are achieved.

<p>Specific accountabilities and tasks:</p>	<p><i>Programming and program management</i></p> <ul style="list-style-type: none"> • Direct and implement Next Wave’s artistic program, and monitor and report on the implementation of the program. • Create, and oversee the implementation of, the Festival program, and the development programs leading into it. • Liaise with, advise and support artists, coordinators and others involved in each of Next Wave’s artistic programs. <p><i>Marketing, publicity and public relations</i></p> <ul style="list-style-type: none"> • Represent Next Wave and the Next Wave Festival to media, other arts organisations and major stakeholders. • Work with the Executive Director and Marketing Manager on the development and implementation of Next Wave’s corporate image, marketing and publicity strategies. <p><i>Fundraising, sponsorship and income generation</i></p> <ul style="list-style-type: none"> • Play an active role in fundraising, sponsor development and Next Wave Safari, in concert with the Executive Director. • Direct and provide input into funding applications for government and philanthropic support for artistic programs. • Write and provide input to reports and acquittals related to fundraising and grants. <p><i>Project management and Board reporting</i></p> <ul style="list-style-type: none"> • With the involvement of the Executive Director, prepare the budgets for the artistic program and key projects (including staffing and budget details) for ratification by the Next Wave Board. • With the involvement of the Executive Director and appropriate staff, prepare project plans for the Artistic program and key projects. • Present written progress reports on the artistic program and artistic management, identifying key issues, successes and challenges, to the Next Wave Board. • Develop strong working relationships with the Board of Directors and its associated sub-committees. <p><i>Performance plan</i></p> <ul style="list-style-type: none"> • Establish a performance plan covering all aspects of the Artistic Director's role for ratification by the Next Wave Board. <p><i>Team management</i></p> <ul style="list-style-type: none"> • Delegate responsibilities to, and monitor the performance of, direct reports. • Establish performance plans with direct reports, and regularly review their progress towards their plans. • Support direct reports in the achievement of the objectives of their role,
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	<p>including identifying appropriate professional development opportunities for each individual.</p> <ul style="list-style-type: none"> • Provide input to the Executive Director regarding staff recruitment processes and decisions.
<p>Key competencies and capabilities</p>	<p>General Is committed to the development of diverse cultural practice by, for and with young and emerging artists.</p> <p>Artistic qualities</p> <ul style="list-style-type: none"> • At the forefront of current thinking and developments in the arts sector and more broadly • Confident and individual approach to artistic programming and management • Knowledge of varied artform areas and critical discourse • Strong networks across art forms <p>Management competencies</p> <ul style="list-style-type: none"> • Effective at planning and organising • Effective at planning, budgeting and organising both short and long-term projects <p>Leadership and people qualities</p> <ul style="list-style-type: none"> • Has affinity with, and ability to relate to, target constituency (i.e. young people) • Results-focused • Strategic thinking skills • Promotes organisational values • Communicates effectively • Has strong influencing and negotiation skills • Motivates, inspires, encourages, empowers and develops others (both staff and artists) • Able to 'lead' and 'follow' in group situations • Values relationships and works well in small team environments • Develops formal and informal networks • Able to work with government and other funding bodies to communicate a vision and accommodate their requirements within a successful artistic program <p>Self-awareness</p> <ul style="list-style-type: none"> • Proactive approach to capitalising on personal strengths and addressing weaknesses.

HOW TO APPLY

Applicants are advised to carefully read the attached detailed Position Description and the Next Wave website – particularly the Statement of Intent, Vision, Mission and Goals – as a first step.

To apply, please submit a cover letter, current CV and a response of no more than two pages outlining your experience and/or approach to each of the 6 specific accountabilities:

- Artistic programming and artistic program management
- Long-term planning, and execution of Next Wave's business plan
- Marketing, publicity and public relations
- Fundraising and sponsorship
- Project management and Board reporting
- Team management and performance planning

Queries about the role and the application process may be directed to Kath Papas, Next Wave Deputy Chair, on 0422 570 837 or kp@kathpapas.net between 9am and 6pm on weekdays. It is also possible to set up phone or Skype consultation times.

Applications are due by 5pm EST on Friday 13 June, emailed to Kath Papas on the email address above. Please send your application as one single PDF document.