

---

## POSITION DESCRIPTION

---

**POSITION TITLE:** Director

**Last updated:** September 2025

### Position Objective

---

To lead and manage the operations of NETS Victoria to ensure that its Artistic Program and services, as shaped by the Board of Management and Artistic Program Advisory Committee and agreed to by key stakeholders including Creative Victoria, Creative Australia and the Office for the Arts, will be delivered to Victorian public gallery sector and beyond to the highest possible standard.

This position is required to travel to regional centres both within Victoria and interstate at various times.

NETS Victoria is an equal opportunity employer. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability. Reasonable adjustments can be negotiated.

### Duties and Responsibilities

---

In fulfilling the primary focus of the position, the incumbent will typically:

1. Be guided by the organisation's vision and values, work with the Board of Management to achieve strategic objectives as set out in the Strategic Plan, and oversee the implementation of policies and directives under the broad direction of the Board. Undertake the role of Secretary of the Board and its subcommittees and perform all administrative duties relating to the Board and its subcommittees, as required.
2. Develop and oversee the delivery of a high-quality program of contemporary art, craft and design touring exhibitions, projects, programs and supporting publications.
3. Develop and maintain key strategic relationships with the National Gallery of Victoria, the Public Galleries Association of Victoria, and their members, state institutions, contemporary art and craft organisations and independent curators and artists.
4. Build relationships with government bodies including Creative Australia, Creative Victoria, and Office for the Arts, corporate sponsors and philanthropic organisations to obtain financial support for the organisation and touring projects, and prepare and acquit grant funding as required.
5. Oversee the financial management of the organisation and programs including preparing and managing operational and project budgets, overseeing annual and project audits, and additional financial administration where necessary.
6. Manage staff resources, including contracts and general HR administration, work performance, training and development.

7. Implement and monitor the organisation's OH&S policies, procedures, safety rules and programs to achieve and maintain OH&S standards. Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.
8. Manage the general administration including the organisation's compliance with regulatory bodies, insurances and all other operational administration.
9. Support the sector with the provision of advice and support exhibition touring service to public galleries and other related organisations via the provision of technical, curatorial, budgetary and installation advice and assistance.
10. Liaise nationally with a wide range of industry colleagues provide advice on policy and development needs in regard to exhibition touring within Victoria and nationally, and contribute to the NETS Australia network, National Association for the Visual Arts and the Arts Industry Council of Victoria.
11. Devise and manage professional development programs for metropolitan and regional gallery staff that support NETS Victoria's strategic objectives. Develop audience development plans and lead and develop media and marketing for the organisation and its projects.

### **Inherent Requirements of the Position**

Travelling to regional destinations in Victoria and interstate including by car and plane.

Significant time on phone, computer, and in person interaction.

Typical tasks include working at a Desk with computer/screen based and/or person to person interaction, correspondence, attending to incoming / out-going phone calls, filing.

### **Interpersonal Skills/ Personal Attributes:**

1. Strong verbal and written communication skills, including negotiation and customer service skills and ability to write external reports.
2. Empathy and Cultural Awareness – ability to effectively communicate with diverse people and ability to support cultural safety for First Nations people, LGBTQIA+, culturally and linguistically diverse, People of Colour, and people with disability.
3. Relationship Building – demonstrated ability to engage and establish professional relationships with the local, regional and national arts community.
4. Team Work – demonstrated ability to work effectively both independently and co-operatively as part of a team.
5. Problem Solving – demonstrated ability to resolve problems within the scope of the position.

### **Organisational Relationships**

---

#### **Position reports to:**

Chair/Board of Management, NETS Victoria

#### **Position responsible for:**

A range of staff members including but not limited to:

First Nations Engagement Coordinator / Business and Partnerships Coordinator / Senior Exhibitions Coordinator / Exhibition

Coordinators / Communications Assistants / Bookkeeper (contractor)

Casual or contract staff, volunteers

As part of this role, the incumbent will develop and sustain constructive working relationships to further develop organisational interests wherever necessary, including but not limited to:

- Representatives from government and philanthropic funding bodies including Creative Australia, Creative Victoria, and Office for the Arts
- Representatives from the National Gallery of Victoria and Public Galleries Association of Victoria and Australian Museums and Galleries Association of Victoria
- The NETS Australia network, Arts Industry Council of Victoria, NAVA
- Contemporary art, craft, design and cultural organisations
- Public gallery colleagues in Victoria and interstate
- Artists, Curators, Writers and Lenders
- Commercial galleries, freight and crating companies

## **Performance Management**

---

Performance is measured annually against key performance indicators included within the organisation's Strategic Plan set by the Board of Management as well as Performance and Development Review by the Chair and generally, another representative from the Board of Management.

## **Key Selection Criteria**

---

To effectively carry out the role of this position, the following attributes are required:

1. Demonstrated experience in strategic planning, policy development and working under the direction of a Board of Management, and/or equivalent strategic and operational planning experience.
2. Demonstrated experience in overseeing the successful development and delivery of a range of gallery or museum exhibitions and programs, with touring experience desirable.
3. Proven experience in preparing successful grant applications and acquittals with skills in financial management including budget development and monitoring.
4. Ability to provide leadership, motivation and vision to staff, with demonstrated experience in supervising staff and contractors, including experience in developing contracts, job briefs and leading recruitment.
5. Demonstrated understanding of the historical and contemporary contexts that affect First Nations people and experience working with First Nations people, LGBTQIA+, culturally and linguistically diverse, People of Colour, people with disability.
6. Highly developed negotiation and relationship management skills including with government, corporate and philanthropic bodies, and the ability to manage conflict.
7. Outstanding written and verbal communication skills, including preparing essays, introductory texts and reports, a sound understanding of marketing and public relations and experience including social media and confidence in public speaking.

## ***Qualifications and Experience***

8. Tertiary qualification in Visual Arts, Arts Management or related area and / or equivalent and relevant experience.

## Desirable

9. It is preferred that the successful candidate has a valid Victorian Driver's Licence.

## Other relevant information

---

- Position is offered as an Individual Employment Agreement and is dependent on the availability of external funding allocated annually and triennially.
- The incumbent will be required to travel intra and interstate.
- The incumbent must also be available to attend meetings and functions after hours.
- Conditions of employment are specified in the Individual Employment Agreement and National Exhibitions Touring Support (NETS) Victoria - Employment Policies and Procedures Manual.
- The successful candidate must pass a National Police Check prior to commencement, this is a condition of employment.
- In addition, the position requires a Working With Children Check, which must be undertaken within 21 days of appointment to the role.
- This position is also required to undertake First Nations Cultural Training.
- Where required, associated costs for these checks can be directed to the organisation, upon appointment to the role.
- The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), and proof of identity, (Medicare card and/or current driver's licence).

Read and understood : ..... Signature

Full name .....

Date .....