



## BURRINJA

Dandenong Ranges  
Community Cultural Centre  
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www.burrinja.org.au

## BURRINJA

Dandenong Ranges Community Cultural Centre Inc

### Position Description

<b>Job Title:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Status:</b>	Permanent Full Time
<b>Prepared By:</b>	Burrinja Human Resources Sub-Committee
<b>Approved By:</b>	Chairperson, Burrinja Board of Directors
<b>Date Approved:</b>	16 July 2019

### ABOUT BURRINJA

Burrinja (the Dandenong Ranges Community Cultural Centre Inc.) is a vibrant cultural centre offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: ***Building community through arts.***

The short, medium and long term objectives are detailed in the [Strategic Business Plan 2016 – 2020](#).

Burrinja encompasses visual and performing arts activities and events, an extensive public collection of Indigenous and oceanic art, a 400-seat theatre, large multi-purpose and performance space, multiple gallery spaces, cultural education, arts incubator studios, live music, community cultural development projects, rehearsal, making and meeting spaces, and licensed café.

Burrinja is a creature of grass-roots activism and the unique vision the community. Burrinja is a Yorta Yorta word meaning 'star' – the name given to Lin Onus, an artist who lived and worked locally and was active in the campaign to establish a cultural centre in Upwey .

The Dandenong Ranges have long held a strong attraction for artists of all persuasions. From a history of significant artists, including C.J Dennis, Eugene von Guérard, Arthur Streeeton, Tom Roberts, Fred Williams and Lin Onus, many artists have called the 'hills' their home, and this is still very much the case today.

Burrinja's function, purpose and programming are built on a multi-element vision that seeks to enable experiential and extended arts practice and programs across diverse art forms and cultural activities within the region.

### POSITION OBJECTIVES

As the Executive Director, you will provide organisational leadership to set the vision, direction and strategy in accordance with Burrinja's Constitution, key stakeholders and strategic business plan. Programming excellence, innovation and audience development will ensure the organisation sustains its regional profile and significance for community.

You will promote and develop community arts and cultural programs at the centre and in the region, strengthen community cultural networks and ensure efficient management of the centre's business operations. The position has responsibility for delivering on the objectives and measurable outcomes of the strategic business plan, and will help Burrinja's work in a manner consistent with its core values. In addition, you are responsible for ensuring that Burrinja delivers an exceptional service to customers and continues as a key identity of arts and culture in the region.

To succeed in this role, you will require managerial experience, including financial and business management skills. A substantial knowledge of and experience in the operations and programming of a multi-arts facility including visual and performing arts, cultural development and collection management will be an advantage.

Overall, you oversee the efficient and effective function and management of Burrinja and the various areas of operation, activities and venues. These include:

1. **Burrinja Venues and Studios** – including foyer gallery, studios, shop, venues and workshops.
2. **Visual Arts** – including curatorial sign off, programming, and promotion of all gallery spaces.
3. **Performing Arts** – including program and facility management, operations and marketing
4. **Burrinja Café** – including reimagining café operations and managing any catering services agreements.
5. **Community Cultural Development** – including principal partnerships, development, engagement, events and activities including CCD events in the region but external to Burrinja venues.
6. **McLeod Gift Collection** – management, conservation and promotion to Museum Standards.

## KEY RESPONSIBILITIES

### LEADERSHIP AND PEOPLE MANAGEMENT

- The management of all resources including staff, volunteers and facility to achieve an efficient and effective level of service.
- Promoting and implementing appropriate human resource management practices.
- Inspire high levels of team performance by communicating and modelling the organisation's vision and values.
- All issues related to human resource and staff management including filling of positions with suitably qualified personnel, performance reviews, planning and assigning tasks, addressing any problems that may arise.
- Implement an effective people management program to ensure Burrinja recruits and retains the highest quality people.
- Lead a high performing team in the achievement of key deliverables (as outlined in key responsibilities).

### ARTS PROGRAMMING AND PRODUCING

- The programming of all activities undertaken by Burrinja.
- Plan, organise and execute a wide range of community, visual and performing arts programs and activities in line with vision, aims and business plan.
- Develop and implement an exciting, innovative and creative program with associated education and public programs, incorporating all aspects of Burrinja. Actively seek opportunities to expand Burrinja's programs and activation beyond the facility and more broadly into the region.

### STRATEGIC AND BUSINESS LEADERSHIP IN AN ARTS SETTING

- The development of policy issues and strategic planning for the future of Burrinja.
- Building the branding and image of Burrinja and its activities regionally and developing strategies to promote the centre in wider contexts.
- Develop, implement and review strategic business and marketing plans.
- Develop, implement and review risk management strategies and processes.

- Develop and translate the Board's strategic objectives into achievable outcomes.
- Provide leadership, vision, and focus to Burrinja through the development of overall strategies, implementation of an effective business plan, and achievement of targets and budgets.

#### FINANCIAL AND BUSINESS MANAGEMENT

- The financial management of all aspects of Burrinja's operations.
- Developing financial resourcing initiatives for Burrinja's activities and capital works program through judicious application to funding bodies and seeking of sponsorships and partnerships.
- Preparing and administering Burrinja's budget in accordance with organisational priorities and strategies.
- Provide comprehensive support to the Board, including the monthly preparation of agendas, minutes, financial reports and other information as required.
- Fulfil the requirements of the all partnership agreements.
- Actively lead fundraising, partnership and sponsorship activities with individuals, philanthropic organisations, business and Governments.
- Provide strong financial management to ensure Burrinja's sustained strength and viability, including effective and profitable development of all commercial opportunities including retail and café operations.
- Provide executive support and advice to the Burrinja Board and its sub-committees to assist its governance role of the centre.

#### AUDIENCE DEVELOPMENT

- Adopting an active and specialist role in having Burrinja used by a wide variety of functions - including community, professional and non-professional companies, organisations and individuals -to both financially benefit Burrinja as well as enrich the culture of the local community.
- Leads the implementation of new processes, activities or culture that enhances the patron and community engagement experience.
- Ensure that the team, including volunteers, has a customer-focused culture day-to-day.
- Implement a strong communications and marketing program to ensure the development and diversity of Burrinja's audiences and Burrinja brand and profile are enhanced and complement all Burrinja activities.

#### STAKEHOLDER ENGAGEMENT

- Establish and maintain productive relationships with Yarra Ranges Council's Councillors, Executive, Managers and Staff, as well as other stakeholders such as relevant external agencies, funding bodies, clients and suppliers.
- Develop and implement mechanisms for effective communication between management, permanent users, tenants and staff.
- Gain the trust of all Burrinja stakeholders by being honest and consistent, keeping commitment, exchanging ideas openly and providing support.
- Advocate to all levels of government and industry to improve provision and access to creative services, outcomes and infrastructure within the region.
- Represent and advocate Burrinja in the public arena including media, public affairs and with Governments.

## RESOURCEFULNESS

- Using every available opportunity to promote the usage of Burrinja and create good relations with the media, the public, cultural networks and the business sector.
- Develop dynamic and innovative models of cultural participation internally and externally through projects, networks, policy, facilitation, programming and partnerships.
- Implement new systems and processes that make effective use of available resources and opportunities.
- Ensuring the good amenity of the facility and its venues.

## RISK MANAGEMENT

- Understand the principles of risk management and their application.
- Monitor the implementation of Burrinja's risk management policy.
- Implement and promote best practice risk management procedures in all aspects of Burrinja's operations including financial, equipment, facility, security, venues and workplace environment.
- Undertake risk assessments for all proposed projects in consultation with relevant stakeholders.

## ORGANISATIONAL RELATIONSHIP

<b>Reports to</b>	The Chairperson, Burrinja Board of Directors.
<b>Supervises</b>	All Burrinja Staff, Volunteer Coordinator, Volunteers, Part Time and Casual Staff and Contractors.
<b>Internal liaison</b>	Tenants, Staff including casual and technical, Volunteers, Yarra Ranges Council Staff, Executive and Councillors, Contractors.
<b>External liaison</b>	Artists, performers and users of Burrinja, patrons and clients, community groups and associations, all levels of Government, stakeholders, industry bodies and associations, schools, media, funding agencies, sponsors and suppliers.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Executive Director acts under the Board of Burrinja and is responsible and accountable for the effective management and performance of the key responsibilities listed in the position description.
- The duties performed are undertaken with a minimum of supervision.
- Authorise and manage expenditure against approved budget allocations.
- Accountable for ensuring compliance with appropriate legislative and policy requirements.
- Freedom to act is governed by agreed goals and regular reporting mechanisms to the Board.
- Decisions and actions taken by this role may have a substantial impact on the operations of Burrinja.

## JUDGEMENT AND DECISION MAKING

- Ability to show initiative and exercise sound decision making on managerial and operational matters.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Knowledge and expertise in entrepreneurial activities and associated management principles.
- Sound knowledge and working experience in management of arts, performing or cultural centres.
- Good business acumen with an understanding of financial and administrative controls with proficiency in budget preparation.
- Experience or knowledge of collection and museum management principles including handling and storage of art works.
- Experience in issues relating to building maintenance and development.
- Knowledge of relevant legislation pertaining to occupational health and safety.
- Media and public relations skills.
- An understanding of the arts industry in Australia and its funding and administrative bodies.
- An understanding of the Indigenous arts industry, networks and community engagement
- Sourcing external funding skills.
- Customer service focus.

## **MANAGEMENT SKILLS:**

- Ability to work effectively without supervision.
- Ability to set and evaluate achievable objectives, and to effectively delegate workloads to staff and supervise progress towards goals, to ensure that organisational resources are optimised, and objectives are achieved within a timeframe.
- Ability to demonstrate leadership and staff management, and to promote and facilitate teamwork.
- Financial and budgetary management.
- Marketing and business development skills and experience.
- Demonstrated well developed conceptual and strategic thinking ability.

## **INTERPERSONAL SKILLS**

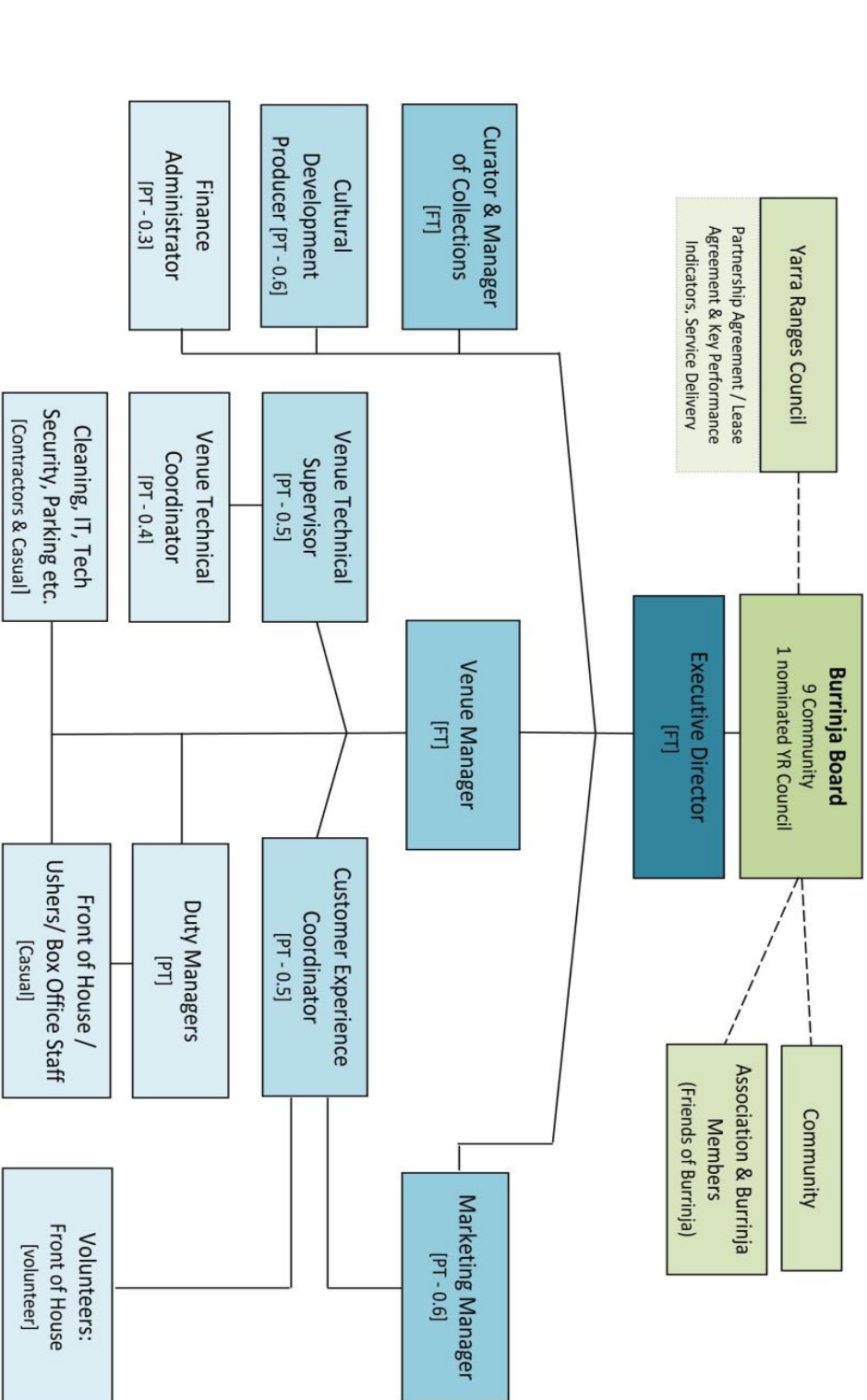
- A well-developed ability and commitment to lead, develop options, resolve problems and work in a small focused team.
- Proven ability to communicate sensitively and effectively with people from a wide range of organisation and cultural backgrounds.
- Proven ability to deal with all members of the community including stakeholders, hirers, business leaders and other people of seniority.
- Proven ability to persuade, convince or negotiate with peers, clients, members of the public and others in the pursuit and achievement of Burrinja objectives.
- Ability to develop options, solve problems and be flexible as required.
- Ability to facilitate the resolution of conflict situations involving staff, Burrinja users, artists or members of the public as required.
- Sensitivity, understanding and experience in working with Indigenous cultures and communities.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualification in Arts Management or equivalent, relevant qualifications.
- Demonstrated extensive specialist and industry experience related to the position objectives.



**Burrinja**  
Dandenong Ranges Community Cultural Centre Inc  
**Structure**



## How to apply

Email the following to: [board@burrinja.org.au](mailto:board@burrinja.org.au)

- Cover letter (maximum 2 pages)
- Address key selection criteria listed below (maximum 3 pages)
- CV
- Contact details for 3 professional references (references will not be contacted without permission)

For confidential enquiries, please email [board@burrinja.org.au](mailto:board@burrinja.org.au)

**Applications close: 5pm Friday 16 August, 2019**

## KEY SELECTION CRITERIA

*Burrinja is a complex arts organisation and the skills required of the Executive Director are broad and varied. Burrinja requires a Leader who is passionate about community engagement and understands and can navigate a successful path with numerous stakeholders. The Leader we seek has strong people management skills, is politically savvy, creative, resilient and resourceful and has the commercial and business skills needed to maximise opportunities.*

### Consultative and community focused

- Demonstrable high-level communication skills and emotional intelligence to proactively navigate the stakeholder environment, ensuring the development and implementation of creative programmes that meet diverse and competing community expectations and organisational needs.

### Financial and business management experience

- High level policy, conceptual and strategic development skills including demonstrated experience in operational and financial management, preferably in the not-for-profit sector.

### Good team leader and people manager

- Excellent people management skills and experience working to empower a small team to achieve organisational goals in a flat management structure

### Personal integrity

- Demonstrates strength of character to stand by informed decisions and exhibits honesty, transparency and consistency in all interactions both internally (staff, board, volunteers) and externally (partners, stakeholders, community).

### Resilience

- Demonstrated ability to work methodically through complex, sometimes difficult and time consuming scenarios and situations over the long term to achieve desired outcomes, both internally and externally. Experience working to resolve issues which may have negative commentary or views in the public sphere.

### Creative, Innovative and Visionary

- Demonstrated success in taking the “nub of an idea” and developing creative and entrepreneurial management, engagement, thinking and programming for long term outcomes.

## **PERSONAL QUALITIES AND INTERPERSONAL SKILLS**

- Impeccable personal integrity, honesty and high ethical standards.
- Excellent verbal, written communication (across a range of media) and negotiation skills.
- Strong interpersonal skills and ability to build and maintain professional relationships both internally and with external stakeholders.
- Ability to operate with Cultural sensitivity, awareness and respect.
- Confidence and credibility to be an effective spokesperson for the centre and the organisational decisions made.
- High levels of enthusiasm, energy and advocacy to stimulate strong commitment to Burrinja's mission and vision.
- Willingness to have a hands-on approach in a flat organisational structure.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in an arts related discipline or relevant area, complemented by experience or qualifications in business, arts management or administration.
- Experience working at Director, CEO or senior management level in a complex and diverse arts organisation (or similar).
- Experience in fund-raising in the government, philanthropic and corporate sector.

## **CONDITIONS OF EMPLOYMENT**

- Salary Range \$92,000 to \$100,000 dependant on experience + 9.5% superannuation
- Three month probation period
- Applicants may be required to undergo a Police Check prior to commencement in the position
- Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2016, with the signed Conditions of Employment Agreement, and with the National Employment Standard
- Capacity to work out of normal hours or on weekends occasionally if required.