

Assistant Director, Programs and Operations

The IMA is looking for a highly motivated and dynamic arts leader to oversee the strategic delivery of the organisation's artistic programs, audience engagement, and operations. Working alongside the Executive Director, and with the Business Development Director, the Assistant Director, Programs and Operations will form part of the executive team which will lead the IMA's vision, goals, and strategic priorities.

This newly created role will manage an agile and high performing team to deliver an integrated and multi-faceted artistic program, which connects our growing audiences to the art, artists, and ideas of our times. Working across the organisation, the Assistant Director, Programs and Operations ensures all of our activities, which include exhibitions, events, offsite projects, and publications, encourages active participation and supports the IMA being broadly recognised as a hub for contemporary art experiences.

The Assistant Director, Programs and Operations will also work with the executive team to contribute to the IMA's business operations, in particular:

- contributing to major funding applications and acquittals, including annual reporting;
- high level stakeholder management, including government, artists, philanthropists, and funding bodies
- financial management, including developing and monitoring budgets related to artistic program
- operational management, including preparing Board papers, AGMs, insurances, ensuring constitutional and legal obligations are met, including NFP reporting requirements

About the IMA

Since 1975 the Institute of Modern Art has been the hub of the Brisbane's contemporary art scene, presenting an annual program of exhibitions, public programs, publications, and offsite programs by Queensland, Australian, and international artists.

As one of Australia's leading independent contemporary art spaces, our 2021-2024 vision is to become a truly inclusive, sustainable, and future focused organisation. Through our artistic programs, which include exhibitions, publications, offsite projects, and public programs, we **invest in the local, shape the national, and impact the international.**

About you

We are looking for a strategic and creative leader, who is ready to take the next step in their career. You will use your curatorial and programming expertise to guide a small team and drive an ambitious annual program, which transforms visitor experience and encourages active community engagement. Collaborative, professional and level headed, you will enjoy working in a small team and busy environment, while able to balance competing priorities and multiple projects. You will possess outstanding team and stakeholder management skills; and have a demonstrated track record of financial management, including grant applications, acquittals, and budgets. Your capacity to lead with initiative and confidence in a will set you apart, as will your ability to deliver ambitious artistic projects at the IMA.

Selection Criteria (Essential)

- At least five years' experience working in the arts sector, preferably small to medium and/or visual arts
- Curatorial and/or programming experience, with the ability to plan for and deliver projects that strategically fit within the broader artistic program framework
- An effective and dynamic leadership style, that draws upon high level communication, interpersonal and management skills to set expectations and track team performance
- Outstanding written and verbal communication skills, including the ability to adapt writing and speaking style for different purposes and audiences
- Experience in building strong working relationships with diverse stakeholders, including artists, funding bodies, donors, and contractors
- Strong organisational and time management skills, with the ability to manage multiple projects at once
- Financial management skills, including experience in setting, tracking and managing budgets; applying for, securing and acquitting grant funding, preferably multiyear funding applications

(Desirable)

- Experience in meeting legal, constitutional, and governance requirements
- Experience in managing operational aspects of a not-for-profit organisation

Application Process

- For more details, including the position description, please visit the IMA's website.
- If you have further questions about the role, please contact Liz Nowell, Executive Director via recruitment@ima.org.au. Please note: the office will be closed from 21 December to 6 January 2020, however the Executive Director will endeavour to make contact with you as soon as convenient.
- Applications must consist of a one-page cover letter, two-page (maximum) response to the Selection Criteria, a CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
- Applications should be sent to Liz Nowell, Executive Director, at recruitment@ima.org.au by **Sunday 21 January 2020**. Shortlisting will quickly take place and interviews will be held on **Tuesday 28 and Wednesday 29 January**. If you are unavailable on these dates, please note your alternate availability in your cover letter.

The IMA values diversity in the workplace. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.