

<b>Job Title:</b>	Assistant Director, Programs and Operations
<b>FTE:</b>	1 FTE, 37.5 hours per week
<b>Salary:</b>	\$70,000 per annum + 9.5% superannuation
<b>Reporting relationship:</b>	Reports directly to Executive Director Direct reports Exhibition Production Manager; Curator, Public Engagement; Curator of IMA Belltower; Offsite Project Coordinator

**About the role:**

The purpose of the Assistant Director, Programs and Operations is 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 role manages an agile and high performing team to deliver an integrated and multi-faceted artistic program, which connects our growing audiences to contemporary art, artists, and ideas. 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 also works 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

Standard working hours are Monday-Friday, 9am-5pm, however due to the nature of this role, the employee will be required to work outside of office hours for program events, donor events and others. Regional, interstate and international travel will also be required.

**Key Accountabilities:****Programs and Operations**

- Work closely with the Executive Director to plan for and deliver the goals and activities outlined in the IMA's Strategic Plan, mission, and vision
- Lead the delivery of artistic program, including:
  - Work closely with the Executive Director to develop an innovative annual artistic program, which meets the objective of the IMA's Strategic Plan, contributes to audience growth and reinforces our position as a vibrant hub for contemporary art

- Work with the Exhibition Production Manager and Curator, Public Engagement to prepare plans, schedules, and budgets, as part of the IMA's artistic program framework
- Prepare contracts, liaise with galleries, artists, lenders, and exhibition curators and coordinate with the Exhibition Production Manager and contractors engaged in all aspects of production
- Oversee the delivery of publication projects, including coordination with editors, writers, and printers
- Contribute to project related fundraising, grant-writing, and acquittals
- Ensure the IMA meets its financial, legal, and governance obligations through:
  - Financial management, including monthly reviews of Profit and Loss with Executive Director, Business Development Director, Bookkeeper, and Treasurer
  - Preparation of applications and reporting for multi-year funding and project funding, along with relevant supporting material
  - Maintaining insurance policies for all IMA operations
  - Managing compliance with obligations under the IMA Constitution, Charities Act, and Corporations Acts
  - Liaising with IMA Board, including preparing reports and meeting minutes, and coordinating the AGM

**Additional Tasks**

- Support philanthropic development and activities, under direction from the Executive Director and Business Development Director
- Working closely with relevant team members, project manage and coordinate all aspects of any other offsite projects, which may include IMA Belltower, offsite public programs, and one-off events e.g. screenings, performances, etc.
- Attend any IMA, stakeholder, and industry events as required
- Any other duties as directed by the Executive Director