

Position Description: Director

Responsible to: Blue Oyster Arts Trust

Staff: Gallery staff, volunteers and contractors

Location: 16 Dowling Street, Ōtepoti Dunedin

Application deadline: 4pm, Tuesday 25 October 2022

Contract: Three year fixed term

Hours: 37.5 per week

Salary range: \$60,000-\$62,000

Blue Oyster Art Project Space exists to enable emerging and experimental arts practitioners to work in an innovative, experimental and non-commercial environment. We aim to broaden the interest and understanding of contemporary arts by providing a forum for discussion and debate. To read more, visit: <http://blueoyster.org.nz/about/>

The Director is responsible for realising the organisation's strategic vision for the gallery and for enabling individual artists to develop and present projects to a high standard. To achieve these ends the Director will develop and manage all aspects of programme delivery and gallery operations.

The Director should have respect for tikaka Māori and an understanding of and commitment to upholding the principles of Te Tiriti o Waitangi.

About the Position

Through proposals, curatorial research and their own vision and experience, the Director will develop and present Blue Oyster's annual programme of exhibitions, workshops, publishing, and events.

The Director is responsible for building and maintaining artist relationships, managing and where necessary, employing support staff, managing volunteers and working with Blue Oyster Arts Trust to ensure the progressive management of Aotearoa's and perhaps the world's Southern-most contemporary art project space.

Core tasks include overseeing all gallery operations including: Creative New Zealand and Dunedin City Council funding applications and reporting, fundraising and revenue generation, financial management through Xero, maintaining paperwork and upkeep of Charities Commission procedures, health, safety and risk management, exhibition installation, technical support and maintenance, archiving, marketing and communications, writing, editing, Trust reporting, payroll, stakeholder relationship management (local and national) and visitor engagement.

This position is an excellent opportunity for an emerging curator or early career arts professional who is active within the national arts communities with the aim to develop a wide range of skills, contributing to an ambitious organisation in its third decade of operation.

Qualities and interests

- Leadership, decision-making, creativity and innovation
- A broad interest and understanding of contemporary art in Aotearoa
- Profile and relationship building skills
- An interest and experience in budgeting and bookkeeping
- An interest and experience in funding applications and reporting

Qualifications and experience

- Tertiary qualification in the arts/fine arts preferred
- 2+ years proven experience with arts administration, events management, artistic programming
- Volunteer or paid work history within arts organisations (museum/gallery/artist-run space)
- Working knowledge of Adobe Creative Suite preferred. Microsoft Word and Excel skills.
- Experience in practical gallery installation techniques
- Writing and editing promotional texts, exhibition texts and long form criticism
- Respect for tikaka Māori and an understanding of and commitment to upholding the principles of Te Tiriti o Waitangi

Key Relationships

- The voluntary Blue Oyster Arts Trustees
- Blue Oyster staff, volunteers and work-placement students
- Local, national and international artists
- Local, national and international audiences (online included)
- Mana Whenua including local iwi and hapu
- Creative New Zealand, Dunedin City Council and other funding partners
- Supporters Network, sponsors and partners including Caselberg Trust, Dunedin Fringe Arts Trust & Puaka Matariki Steering Roopū
- Colleagues and contacts in related institutions both within Aotearoa and abroad
- Contracted designers, editors, writers, tradespeople, etc.
- Media, art writers and reviewers
- Arts education sector

Key Responsibilities

Artistic

- Develop an innovative, challenging and high quality annual programme of exhibitions, workshops, publishing, and events.
- Present the draft annual programme of the above content with budget to the Board of Trustees for critique, advice and approval.
- Promote and support emerging and experimental art practices in Ōtepoti and Aotearoa.
- Collaborate with artists, curators, writers and ensure clear communication and a mutual understanding of expectations.
- Ensure the installation and presentation of projects is completed to the highest possible standards, maintaining the artistic integrity of the work.

- Maintain a broad knowledge of the practices of contemporary visual arts in Aotearoa and abroad.
- Maintain and develop professional relationship with like-minded institutions.
- Commit time to professional development by attending relevant symposia, workshops and conferences.

Management

- Efficiently manage all activities of Blue Oyster to budget and on time.
- Monitor annual financial accounts with monthly financial board reports, one half-yearly report and propose the following years operational budget to Blue Oyster Arts Trustees by October.
- Regularly report to the Board of Trustees against expectations and limitations for monthly meetings, including daily activities, new relationships, future plans, and changes in operations.
- Supervise and manage staff and volunteers providing training, support and performance reviews.
- Be responsible for bookkeeping, financial records and annual auditing with the Gallery Manager.
- Ensure healthy cash flow of the organisation and that all payments are made and received by the 20th of each month, including weekly wages and tax obligations.
- Manage resources (time, people, finances) sustainably to increase Blue Oyster's capabilities.
- Ensure that the gallery is staffed daily, that visitors are welcomed and that art works, gallery spaces and equipment are tidy, safe, protected and well presented and maintained.
- Ensure Health and Safety and risk management documents are kept up to date.
- Be committed to local organisations and artists working within Ōtepoti and the wider Otago region as well as those working nationally and internationally.
- Commit to upholding Blue Oyster's environmental sustainability efforts wherever possible.
- Commit to upholding Blue Oyster's Host Responsibility Policy at openings and events.

Communication

- Be a professional spokesperson and the first point of contact for Blue Oyster.
- Take and prepare for all public speaking opportunities to help raise the profile of the organisation.
- Oversee an effective marketing and promotional plan for Blue Oyster.
- Ensure opportunities for publicity and promotion are maximised with clear and timely communication, including preparing interpretive text in consultation with artists and curators.
- Ensure all projects are adequately documented and archived and the archive is used/maintained.
- Ensure <http://blueoyster.org.nz> and <http://shop.blueoyster.org.nz/> contain all relevant, up to date information and undergoes annual maintenance by our web hosts.
- Commit time to fostering productive relationships with current and potential stakeholders.
- Actively attend community events and exhibition openings.

Funding

- Ensure applications and reports to funders are advised on, prepared and submitted on time and to a high professional standard.

Blue Oyster art project space.

- Actively seek additional new and extended sponsorships and partnerships within the business and cultural sectors including donations, in-kind support and promotion.
- Assist practitioners seeking additional support for programmed projects.
- Actively support others in the community with advice on funding applications and other relevant opportunities.
- Foster productive relationships with current and potential funding partners and sponsors.
- Apply to local community trusts and foundations for new equipment, renovations and other capital expenditure items.

How to Apply

- Email admin@blueoyster.org.nz to receive a copy of the 2021 Annual Report & Blue Oyster's 2022-25 Strategic Plan.
- Send your CV with two references, a cover letter and a writing sample (can be previously published, approx 750–1000 words) to admin@blueoyster.org.nz

Recruitment Timeline

Application closing date: 4pm, Tuesday 25 October 2022

Start Date: To be negotiated with the successful applicant but likely between December 2022 and January 2023.

The current Director is available for handover between December 2022 and January 2023.