

Gallery Manager JOB DESCRIPTION

Role			
Position	Gallery Manager	Reports to	Director
Remuneration	22.5 hours per week at \$28 per hour		
Employment	Part-time (three days per week between Tue-Fri, two year fixed-term)		
Role purpose			
<p>Assist the Director with financial management through Xero, Thankyou Payroll, maintaining paperwork and budgets, upkeep of charities commission procedures, health, safety and risk management. Assist the Director with Blue Oyster's financial systems and reporting obligations including: Creative New Zealand, Dunedin City Council and Otago Community Trust funding applications and reporting, fundraising and revenue generation.</p> <p>Specific areas of responsibility include project management, audience development, administration, communications, fundraising, reporting and co-ordinating our annual financial report and audit. The successful applicant will also work in a number of general areas to assist the Director in realising the strategic vision and goals for the gallery, enable individual artists to generate high quality and critically engaging projects and help with the day-to-day running of the gallery.</p>			
Key responsibility areas			
<p>Project management:</p> <ul style="list-style-type: none"> • Co-ordinate and assist with events and performances ensuring timelines are developed and followed, and co-ordinating contracts when needed. • Support the planning and installation of exhibitions and offsite projects, including maintaining budgets. • Work closely with the Director to maintain excellent relationships with exhibiting artists, technicians and contractors. • Support events, performances and functions, including audio recording and photo documentation. <p>Financial:</p> <ul style="list-style-type: none"> • Manage the day-to-day bookkeeping of the gallery and GST through Xero and Thankyou Payroll. • Assist the Director to prepare and submit our annual finance reports, including for Creative New Zealand, the Charities Commission and our external audit. • Assist in preparing and maintaining budgets and cash-flow reports for Blue Oyster Trust meetings. <p>Organisational systems:</p> <ul style="list-style-type: none"> • Maintain and update all databases, seeking new contacts and information where possible. • Work with the Director in keeping accurate notes, calendars as well as work to and maintain deadlines. • Ensure Health and Safety and risk management documents are kept up to date. • Assist in the upkeep of organisational systems, accounts, reports, communications and archives. • Assist with recording of performance measures, including visitor numbers and financial measures <p>Communications:</p> <ul style="list-style-type: none"> • Assist the Director and Design & Publishing co-ordinator with social media. • Ensure the website contains relevant, up to date information. • Track media coverage and measure efficacy of promotional and press material. <p>Fundraising:</p>			

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- Ensure applications and reports to funders are advised on, prepared and submitted on time and to a high professional standard.
- Work with the Director to 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.
- Work with the Director to apply to local community trusts and foundations for new equipment, renovations and other capital expenditure items.

Audience development:

- Support and assist with implementation of a range of public programme activities.
- Collect audience data, including attendance and feedback.
- Continue to develop Blue Oyster relationships with local and national art communities.

General:

- Manage the volunteers' roster.
- Assist the Director with hosting visiting artists, curators and other guests.
- Assist with the installation, de-installation and ongoing maintenance of exhibitions.
- Assist in the upkeep and maintenance of the gallery and library space.
- Assist at exhibition openings, discussions and other events associated with the gallery.
- Represent the gallery and exhibitions in a professional and respectable manner.

Relationships

Internal	Fellow employees Volunteers, interns and work-placement students Board of trustees
External	Visitors to the gallery Te Runaka o Ōtākou me Kāti Huirapa Runaka ki Puketeraki Exhibiting artists, writers and curators Visual arts community Wider cultural sector Sponsors and funders

Skills & competencies

Essential	<ul style="list-style-type: none"> • Understanding and commitment to the principles and practice of Te Tiriti o Waitangi. • Good people skills and commitment to manaakitaka. • A desire to learn and develop new skills and knowledge in arts administration. • Interest in, and knowledge of, a wide range of contemporary art practises. • Excellent communication skills including ability to write in a clear and accessible way. • Attention to detail and good time management. • Good writing abilities. • Ability to take initiative and be flexible.
Desired	<ul style="list-style-type: none"> • Full drivers licence. • Experience with Xero and Thankyou Payroll. • Familiarity with social media platforms including Instagram and facebook.

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| | <ul style="list-style-type: none">• Experience with the Adobe software suite including Photoshop, Illustrator, and InDesign.• Experience with Mailchimp. |
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