Mowanjum Aboriginal Art and Culture Centre

**Duty Statement - Manager/CEO - May 2015**

* Reports to MASWAC Committee
* Supervises all staff [20+]

HOURS 37.5 hours per week. No overtime paid. TOIL accrued to be cleared annually and not to be accrued over 1 year.

OBJECTIVE: To provide leadership and strategic direction to Mowanjum Aboriginal Art and Culture Centre (MASWAC).

DUTIES

STRATEGIC AND OPERATIONAL

* Be responsible for effective operational systems and policies.
* Maintain and develop strategic relationships with the cultural, arts, tourism, Indigenous and economic development sectors.
* Protect and manage intellectual property and cultural protocols.
* Facilitate marketing and promotion of art and artists.
* Design and deliver an exhibitions program in partnership with galleries.
* Initiate and manage high quality art and cultural projects.

GOVERNANCE

* Support Directors in effective and accountable decision-making.
* Implementation of Board decisions and the MASWAC strategic plan.
* Ensure compliance with all legal and contractual responsibilities, including reporting to ORIC and funding bodies.

FINANCIAL

* Manage MASWAC’s financial and business activities, recognizing the need for transparency and operating within a limited budget.
* Secure, manage and acquit funding from a range of sources.
* Diversification of revenue, including from sales, donations, philanthropy and fee-for-service.
* Coordinate financial reporting and audit.
* Oversee maintenance of assets, equipment and resources.

HUMAN RESOURCES

* Provide leadership, supervision, mentoring and support to all MASWAC staff, trainees and volunteers.
* Support the performance of staff in line with position descriptions and conduct probation and performance reviews.
* Foster training and professional development opportunities for staff, trainees, Directors and artists.
* Keep policies and procedures up to date and ensure all staff are aware of their rights and responsibilities.
* Maximise opportunities for Aboriginal employment.