

## Business Manager, position description and application process

<b>Position Title:</b>	Business Manager
<b>Fraction:</b>	This is a part time position working 16 hours a week
<b>Salary:</b>	\$52,500 pro rata based on the National Association of the Arts ( <a href="#">NAVA</a> ) Arts Administration salary guidelines plus superannuation.
<b>Period of employment:</b>	2 1/2 year contract with a 6 month probation period. The contract may be extended, subject to funding.
<b>Position Summary:</b>	<p>The Business Manager is a new position and the Living Museum's only paid position. The position is part of a 3 year strategy to support the volunteer management committee who currently run the Museum. The Business Manager will support the implementation of the 2020 – 2023 Strategic Plan.</p> <p>The appointee will work closely with, and be supported by the Committee of Management who oversee the annual artistic and cultural program. They will be joining the Living Museum team to help expand the programs and operations into the future.</p> <p>The Business Manager will undertake general administration tasks including the financials and have a role in the implementation of the exhibitions and public program, and the promotion of the museum. The appointee will work closely with the Committee to help develop future programs.</p> <p>The Business Manager will also apply for grants and facilitate other fundraising activities with the support of the committee.</p>

<b>Commitment to cultural diversity</b>	<p>The Living Museum of the West is committed to reflecting the social and cultural diversity of our local context within our internal operations and artistic program.</p> <p>The Museum is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.</p>
<b>Flexible Working</b>	<p>The Living Museum will be expanding its opening hours and the incumbent will be required to be onsite for the majority of their hours and for all opening hours. This will require two weekdays (five hours each) and Saturday afternoons (3 hours). Occasional evenings may also be required.</p> <p>Operational requirements are a priority and flexibility will be available for a few hours a week.</p>
<b>Reporting</b>	<p>The Business Manager reports to the Chairperson.</p> <p>A mid-cycle performance review is conducted with the Chairperson and an annual performance review will be conducted with the staffing subcommittee.</p>
<b>The Living Museum and its Surrounds</b>	<p>The Living Museum is located in Pipemakers Park, Van Ness Avenue, Maribyrnong on the western bank of the Maribyrnong River. The park Visitor Centre is home to the Museum offices, display area and unique archive and library, it is where research, artistic residencies, meetings, talks, events and exhibitions primarily occur. The Museum's facilities include the Visitor Centre; Historic Bluestone Buildings; Canteen Artspace; Top Factory and the surrounding parklands (including the river). The Living Museum hosts concerts and ceremonies, and stages theatre, visual art, performance and installations events. These parklands and surrounds also include The History of the Land Gardens and Wurundjeri Garden, the Wetlands, The Pioneer Women's Shelter and other public artworks including the Stone Circle and the Pipestacks Sculpture. The Museum's project output is also realised online, particularly through its website: <a href="http://www.livingmuseum.org.au">www.livingmuseum.org.au</a></p>

**About the Living Museum of the West:**

Since 1984, the Living Museum of the West has actively engaged the communities of the west in projects that research, document, preserve and interpret the rich social, industrial and environmental history of Melbourne's west. This is enriched through regular public exhibitions, performances, festivals, publications, videos and public artworks that contribute further to the archive.

The Museum is particularly focused on a recognition of its environment, its site bringing both responsibility and opportunity to address ecological issues in response to global warming. It is thus acknowledged as a model 'Eco-museum'. See: [About Us](#) and [Ecomuseum](#).

In this, it is supported by an ongoing relationship with the indigenous people of this area. In its early years (1984-1990), the museum captured the life and untold stories of the west, Melbourne's industrial heartland, in a physical archive of photographs, negatives, videos, audio recordings, maps, artefacts, documents and publications. This is a nationally significant collection documenting many technological innovations and cultural and social shifts that have shaped Australia is also the catalyst for contemporary creative projects being realised at the Museum today. The Living Museum facilitates access to the archive providing a unique and rich resource for the local community and others.

An active volunteer team (Committee of Management) run the Museum and maintain the two programs — the core activities of the Resource Centre and creative Initiatives such as Artists in Residence, Tertiary Student Program, Digitisation Program, Curated Projects and Public Programs.

The Museum is open to the public a minimum of 8 hours per week for research enquiries and access to the Resource Centre (library and archive). It also opens for exhibitions and public events at various times throughout the year.

The Business Manager will be joining a highly experienced team of volunteer workers: visual artists, archivists, performers and historians.

The successful applicant will have an important role in realising the ambitious 3 year program that will enable the Living Museum to grow and realise its potential.

	<p>The Museum's Annual Reports, Annual Plan 2020 – 2021 and Strategic Plan 2020-2023 are available upon request.</p> <p>Email <a href="mailto:work@livingmuseum.org.au">work@livingmuseum.org.au</a></p>
<b>O H &amp; S Responsibilities</b>	<p>In the context of Occupational Health and Safety policies , procedures training and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 1985, employee are responsible for ensuring that they:</p> <ul style="list-style-type: none"> <li>• Following reasonable instructions</li> <li>• Cooperate with their employer</li> <li>• At all times take reasonable care of the safety of others in the workplace.</li> </ul> <p>Take responsibility for personal safety and ensure that the Living Museum has appropriate O H &amp; S Policies.</p>
<b>Responsibility, Duties and Skills:</b>	<ul style="list-style-type: none"> <li>• Efficiently and effectively undertake general administration, planning, project management, financial management, processing of applications, documentation and acquittals.</li> <li>• Work collaboratively and productively with stakeholders, partners, funding bodies, artists, cultural institutions, volunteers, including people from diverse backgrounds and cultures.</li> <li>• Support the implementation of programs and projects including exhibitions and artist talks, forums and events.</li> <li>• Manage the day-to-day operations including front of house enquiries at the Visitor Centre and display spaces.</li> <li>• Increase the Living Museum's income by applying for funding, and sponsorship and establishing projects with an income stream.</li> <li>• Monitor funding and performance agreements.</li> <li>• Increase community awareness of and visits to the Living Museum and its events through community outreach and community involvement strategies.</li> <li>• Increase the membership base .</li> <li>• Support and maintain the website and social media, and assist in</li> </ul>

	<p>the production and distribution of digital newsletters in line with The Museum Marketing Plan.</p> <ul style="list-style-type: none"> <li>• Lead the renewal, implementation and reporting of strategic plans, the artistic programs and the marketing plans.</li> <li>• Write reports and acquittals and collate statistics.</li> <li>• Maybe required to prepare papers and deliver information sessions and briefings on behalf of the organisation.</li> <li>• Attend monthly committee meeting and sub committees as required and provide quarterly updates/reports.</li> <li>• Ensure organisational compliance with constitutional and legal obligations (AGMs, O H &amp; S, Auditors etc)</li> <li>• Liaise with Maribyrnong City Council officers in relation to the operations, including the buildings and surrounds, artistic and heritage programs, festivals and marketing.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in an arts or cultural organisation in general administration, planning, project management, financial management and solid organizational and multi-tasking skills, .</li> <li>• Strong written and verbal communication skills including a proven track record in fundraising, grant writing and acquittal in the cultural sector.</li> <li>• Experience and commitment to working with community organisations or artist-run initiatives and with archives, innovative Museology or contemporary art.</li> <li>• Strong IT skills including Apple Macintosh interface, Microsoft Office, Adobe CC, web tools and social media.</li> <li>• Experience in developing, implementing and reporting on strategic plans and marketing plans.</li> <li>• Demonstrated ability to work collaboratively and productively with stakeholders, funding bodies, artists, cultural institutions, highly experienced volunteers and people from diverse backgrounds and cultures.</li> </ul>

**APPLICATION PROCESS:**

For further information contact Kerrie at [work@livingmuseum.org.au](mailto:work@livingmuseum.org.au)

Applications should include:

- 1) a cover letter;
- 2) a statement of no more than 2 pages addressing the Key Selection Criteria, and;
- 3) a current CV.

Applications are to be sent by email to [work@livingmuseum.org.au](mailto:work@livingmuseum.org.au) and close on Sunday, 6 December 2020.