

## **Position Description: *Executive Officer* - Flying Arts Alliance Inc**

**Status:** Full time, including some evening and weekends as required.

**Location:** Judith Wright Centre of Contemporary Arts, Brisbane, Fortitude Valley

**Reports to:** Board of the Flying Arts Alliance

**Direct Reports:** Program Team Lead, First Nations Engagement Lead, Operations Lead and Regional Arts Fund (RAF) Program Lead.

### **Purpose of the Role**

The Executive Officer (EO) of the Flying Arts Alliance (FAA) is a key leadership role in the Queensland arts sector. Overseeing FAA and acting as a conduit between the programs and strategic ambitions of the Board and Membership of the organisation. The FAA Board are seeking a visionary arts leader to guide the organisation in its 50<sup>th</sup> year and beyond.

### **Job Summary**

The EO is responsible for implementing the vision of the FAA Board and providing inspirational leadership both within the organisation and to the broader visual arts sector across rural, regional and remote Queensland; leading strategic and business planning and management as well as embedding the organisations values, including the central role of First Nations artists and educators

### **Key Accountabilities:**

#### **Strategy & Planning**

- Lead, develop and implement strategic and operational plans, ensuring delivery is aligned with federal and state strategic arts priorities
- Provide influential leadership and advocacy regarding the arts and art education particularly the impact of policy and programs in regional, rural and remote Queensland
- Lead key cultural initiatives and embed First Nations commitments
- Deliver outcomes that align with the organisation's Strategic Plan (2022-2025)

#### **Programs & Partnerships**

- Provide leadership that respects and empowers visual artists, creatives and educators across rural, regional and remote Queensland
- Build and promote collaborations across the arts sector, including with artists and educators, government departments, First Nations organisations, and other key stakeholders
- Together with the Board, oversee fundraising and partnership development activities

#### **Staff Management**

- Lead an organisational culture aligned with FAA values
- Develop, lead and implement people and culture policies including selection and recruitment, onboarding and performance management
- Promote and support, staff-wide strategic capability development

#### **Governance & Compliance**

- Lead impact evaluation and acquittal of programs, grants and initiatives in accordance with timeframes
- Exercise sound financial management to ensure sustainability and viability of FAA, including oversight and accountability for budgetary matters and the annual audit

- Ensure FAA is compliant with all its legal and other obligations and Board is updated appropriately including overseeing the preparation and presentation of Board Papers and the annual report

### **Shared Values Required for Success**

- **We are leaders** – We champion visual arts and create access to the arts for all. We elevate the contribution that artists make to all our lives.
- **We are diverse** – We embrace diversity and create art opportunities for all. We encourage divergent ideas and creative thinking.
- **We are respectful** – We commit to working with integrity and strong ethics. We uphold best practice in business and governance. We are open, welcoming and responsive.
- **We are passionate** – We love what we do and the difference we can make. We are excited by and informed about the power of the arts to improve lives.
- **We are enterprising** – We are courageous, confident and future focussed. We challenge our thinking and the status quo. We adapt to changing circumstances.
- **We are generous** - we give of our time, knowledge and resources to those who need our services. We encourage our supporters to give to enable us to do more.
- **We are Everywhen** - We honour our history. We draw on the past, are grounded in the present and build for future generations.

### **Selection Criteria**

#### **Essential**

- Senior leadership experience within an arts organisation including experience in arts management, strategic planning, financial management, grant acquittal and reporting
- Demonstrated understanding of First Nations issues and associated sensitivities
- Demonstrated executive experience in leading a diverse team to meet strategic and operational objectives
- Broad networks in the arts, philanthropic and government sectors at State and/or National level
- Experience in achieving collaboration across arts and community organisations
- Knowledge and understanding of regional, rural and remote Queensland artists, educators and creatives
- Demonstrated understanding of the importance of the visual arts in rural, regional and remote communities
- Outstanding communication skills with the ability to represent the organisation; liaise with and develop partnerships with key stakeholders and engage with communities at all levels

#### **Desirable**

- Tertiary qualifications in arts or business administration, visual arts and/or education
- Experience in working with a Board or Committee of Management

#### **Other Requirements**

- Current Driver's licence
- A permanent right to work in Australia
- Ability to work outside regular office hours is required
- Capacity to travel around the State to fulfil EO accountabilities
- High level of digital literacy with experience of business software particularly Microsoft suite and CRMs (eg. Salesforce)