

Enjoy Contemporary Art Space Director Job Description

Hours per week: 40

Term: 3 years

Reports to: Enjoy Board of Trustees (HR representatives)

Direct reports: Assistant Curator

Established in June 2000, Enjoy Contemporary Art Space is a leading independent contemporary art space located in Te Whanganui-a-Tara Wellington, Aotearoa New Zealand. Located on Left Bank, just off Cuba Street, Enjoy generates and facilitates contemporary art projects to support the development of new work and promote critical discourse around contemporary practice in Aotearoa.

This kaupapa is carried out through exhibitions, an annual residency, an open call for proposals, offsite projects, public programmes and publications. Enjoy provides both emerging and established practitioners with opportunities to develop new and innovative work.

The Director is responsible for realising Enjoy's strategic vision through all aspects of the organisation's programming and operations, including Enjoy's commitment to the principles of Te Tiriti o Waitangi. This includes the development and delivery of an artistic programme that nurtures a diverse range of practitioners, developing audiences, engaging with key stakeholders and funders, financial management and growing Enjoy's revenue streams, managing other Enjoy staff and reporting to Enjoy's Board of Trustees.

Key Responsibilities:

Artistic

- Research, develop and deliver an innovative, diverse and high quality artistic programme with Enjoy staff and other external collaborators.
- Maintain a broad knowledge of contemporary art practice and culture in Aotearoa and Te Whanganui-a-Tara Wellington, as well as knowledge of international practice.
- Undertake and coordinate regular professional development opportunities, attending exhibitions, hui, wānanga, conferences and symposia as relevant), in order to contribute to contemporary discourse.
- Oversee the planning and installation of exhibitions, including ensuring that all activities adhere to Health and Safety best practice.

Management

- Report to Enjoy’s Board of Trustees monthly and as required.
- Effectively oversee all activities of Enjoy within budget and on time.
- Maintain funder and stakeholder relationships, including Creative New Zealand and Wellington City Council.
- Develop, plan and implement fundraising initiatives.
- Manage the Assistant Curator and Audience and Community Coordinator in all aspects of their roles and oversee the work of other contractors as needed.
- Facilitate Enjoy events with the Assistant Curator and Audience and Community Curator (this will involve some after hours and weekend work).
- Oversee the strategic development of Enjoy by developing and implementing strategic goals and plans, in consultation with the Board of Trustees. Identify and carry out other activities that build the capability, sustainability and capacity of the organisation.
- Actively manage risks in relation to the gallery’s activities according to Enjoy’s Risk Management Policy and Plan, ensuring that best practice is adhered to at all times. This includes careful monitoring of the gallery's Health and Safety procedures and practices.
- Represent Enjoy in the public arena and to media as needed.
- Take responsibility for professional self-improvement and development.

Financial Management

- Prepare and maintain annual budgets and financial reporting.
- Complete funding applications and reports within agreed deadlines.
- Proactively seek new and alternative sources of funding and further develop current funder relationships.
- Maintain sound financial management, including banking and daily accounting (issuing and payment of invoices etc.) through Xero and the preparation of financial data for the purposes of budgeting and projections, auditing, and reporting.
- Manage payroll, including the maintenance of leave and PAYE records
- Accurately file PAYE, GST, and ACC payments and fulfil reporting obligations to the Charities Commission.

Communication

- Develop and maintain relationships with other arts sector organisations, artists, community groups, mana whenua and relevant business communities.
- Liaise with and report regularly to Enjoy’s Tia Tuarua | Co-chairs and Enjoy Trustees.

- Develop and maintain positive relationships with current and potential funders, sponsors and other stakeholders.
- Identify target audiences and develop audience engagement and diversification with the Audience and Community Coordinator.
- Develop effective marketing strategies with the Assistant Curator.

Skills, experience and competencies

- Understanding and commitment to the principles of Te Tiriti o Waitangi in fostering arts participation and in the workplace
- At least two years curatorial/ exhibition making experience
- Broad knowledge of and interest in contemporary art in Aotearoa
- Tertiary qualification in a relevant field, either at postgraduate level or accompanied by equivalent experience in the arts sector
- Solid knowledge of Microsoft Office suite and Adobe Suite
- Self-management capability
- Proven ability to work collegially, ideally with some experience managing staff, interns and volunteers
- Strong oral and written communication skills
- Experience in managing others and working within a small team
- Experience in successfully seeking funding and sponsorship, ideally from Creative New Zealand
- Current driver's license
- Ability to plan ahead to execute tasks within sometimes tight timeframes

Relationships

Internal: Enjoy Board of Trustees, Assistant Curator, Audience and Community Coordinator, volunteers and interns

External: Creative New Zealand, artists, arts professionals, Wellington City Council, other funders (Wellington Community Trust, Asia NZ etc), mana whenua, patrons and supporters, education providers, students, gallery visitors, community groups