

Managing Director

Enjoy Contemporary Art Space

Hours per week: 40

Pay scale: \$60-65,000

Term: 3 years

Reports to: Enjoy Board of Trustees (The Enjoy Trust)

Direct reports: Curator (Exhibitions and Public Programmes); Communications and Publications Manager

Key Responsibilities:

Strategic Leadership

- Network, develop and maintain relationships with other arts organisations, artists, community groups, mana whenua and relevant business communities.
- Develop and maintain positive relationships with funders, sponsors and stakeholders, including Creative New Zealand and Wellington City Council.
- Liaise with and report regularly to Enjoy's Tia Tuarua | Co-chairs and Enjoy Trustees.
- Identify primary audiences and develop nuanced engagement and diversification strategies with the team.
- Develop and implement strategic vision, goals and plans with the Board of Trustees, and activities that enhance the capability and reputation of the organisation.
- Champion and advocate for Enjoy – our people, artists and work – locally, nationally and internationally.

Gallery Management

- Manage the Curator and Publications Manager in all aspects of their roles and oversee the work of other contractors as needed.
- Report to Enjoy's Board of Trustees monthly and as required.
- Effectively oversee all activities of Enjoy within budget and on time.
- Facilitate Enjoy events with the staff (this will involve some after hours and weekend work).
- Actively manage risks in gallery activities to ensure best practice at all times. This involves adhering to Enjoy's Risk Management Policy and Plan and carefully monitoring the gallery's Health and Safety procedures and practices.
- Take responsibility for professional development and wellbeing.
- Actively promote and represent Enjoy in the public arena and to the media.

Financial Management

- Develop a business and fundraising plan. Implement fundraising initiatives, proactively seeking new sources of funding and maintaining 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 budgeting and projections, auditing, and reporting.
- Manage payroll.
- Accurately file, GST, and ACC payments and fulfil reporting obligations to the Charities Commission.
- Prepare and maintain monthly and annual budgets, and financial reporting.
- Complete funding applications and reports within agreed deadlines.

Skills and Experience

- Strong oral and written communication skills. Has the ability to clearly communicate and persuade a wide range of people to action.
- Knowledge and experience with preparing grant applications and a proven successful track record in securing funding and sponsorship, ideally from Creative New Zealand. At least two years fundraising experience is preferred.
- Arts or charities administration experience.
- Solid knowledge of Microsoft Office suite.
- Excellent initiative and confident self-management capability.
- Experience working in a small team with tight resources.
- Excellent organisational skills.

Key Competencies

- Enthusiastic and broad knowledge of contemporary art practice in Aotearoa.
- Demonstrate an understanding and commitment to the principles of Te Tiriti o Waitangi in fostering arts participation and in the workplace.
- Proven ability to successfully collaborate and work collegially, ideally with some experience managing staff, interns and volunteers.
- Ability to problem-solve, be responsive and plan ahead to effectively undertake tasks, sometimes within tight timeframes.
- Strategic ability and sensitivity to see, model, motivate, lead and support people through change.
- Openness to learn and grow within the role.
- Holds a current New Zealand driver's license.

Relationships

Internal: Enjoy Board of Trustees (Enjoy Trust), Curator (Exhibitions and Public Programmes), Communications and Publications Manager, volunteers, contractors and interns

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

Enjoy

ENJOY
CONTEMPORARY
ART SPACE

211 Left Bank
Te Aro, Te Whanganui-a-Tara
enjoy.org.nz