PROJECT MANAGER, AUSTRALIAN PERFORMING ARTS COLLECTION

Position Description

The Business Unit

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history.

The objectives of the Business Unit are:

- To be Australia's leading museum for the performing arts, and create a world class venue to showcase the Australian Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

The Position

The position is responsible for managing and producing a range of cross platform projects including physical and digital experiences relating to the Australian Performing Arts Collection project funded by Creative Victoria.

Type	Full Time
Reports to	Exhibitions Manager
Direct Reports	-
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.3
Key Relationships	Internal: ACM Collections team, Facilities team, Finance team, Philanthropy team, other Performing Arts Portfolio staff, Marketing and Online Services, Welcome team. External: A range of contractors including user experience designers and fabricators, artists and agents, freight and shipping agents, insurance companies and other suppliers; collecting institutions, and other industry professional bodies.
Delegation	Financial and People delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2018
	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	August 2019

In the position you will

Accountabilities:

- Actively contribute to the success of the Performing Arts Division and Arts Centre Melbourne.
- Lead the concept, development and documentation of physical and digital experiences and associated programs like exhibitions and multimedia experiences including creating proposals and curatorial briefs, planning and scheduling whole of project resource requirements and recommend budgets
- Successfully deliver Australian Performing Arts Collection projects on time, budget and to specifications including best practice museum standards for the preservation of cultural material.

- Successfully manage project teams including working with contractors developing suitable communication plans and strategies.
- Apply best practice project management software to schedule, track and communicate project plans and timelines.
- Develop business cases for cross platform projects, publications and other project outcomes including contributing to grant applications.
- Liaise with Marketing and Communications teams to identify opportunities to promote project outcomes including the provision of content for social media
- Conduct project evaluations and contribute to improving processes and systems ensuring a user experience
- Co-ordinate financial and statistical reporting for individual projects including evaluations.
- Develop and maintain effective working relationships and strong partnerships with a broad range of stakeholders including consultants, contractors, and suppliers
- Perform risk assessments to minimise damage associated with the agents of deterioration with respect to the
- preservation, handling, storage, display and transport of collection material selected for display.
- Contribute to the development of overall operating procedures and systems for the management of Arts Centre Melbourne collections.
- Develop and maintain effective working relationships and strong partnerships with a broad range of key internal and external stakeholders including other national and international collecting institutions and content providers
- Comply with ACM policies and procedures and relevant legislation and regulations.

Decision making:

- Under the direction of the Exhibitions Manager strategically plan and deliver a comprehensive cross platform program for Arts Centre Melbourne's display program.
- The role provides authoritative advice on the project management of physical and digital experiences.
- The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- In collaboration with the Exhibitions Manager the position develops and modifies operational procedures and consults with senior staff, peers and contractors.
- A moderate level of autonomy is required for operational and stakeholder negotiations and making sure legal
  requirements adhere to museum standards.

Systems:

- Demonstrated experience, competency and understanding of contemporary computer systems such as MS Office suite including MS Project and other project management software, collection management and location software such as EMu and digital user experience and content management systems.

Working environment/physical requirements:

- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.

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- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- This position may travel interstate or overseas.

SELECTION CRITERIA

Your qualifications and experience

- Relevant tertiary degree. Post-graduate qualification such as Museum Studies and/or project management or related discipline

Your skills and attributes

- Essential

  - Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.
  - Extensive knowledge and demonstrated experience in cross platform project management, organisation and
  - planning skills; proven ability to, manage competing deadlines, work on multiple projects simultaneously and deliver projects to tight deadlines and within budget.
  - Demonstrated experience in the development and delivery of physical and digital projects like exhibitions and
  - multimedia experiences. Experience in developing user experience briefs, creating tenders, allocating and
  - managing resources including contractors.
  - Demonstrated experience, competency and understanding of contemporary computer systems such as MS Office suite including MS Project and other project management software, collection management and location software such as EMu and MV Wise and digital user experience and content management systems.
  - Demonstrated experience of applying best practice museum standards to a variety of media, including a good understanding about safe and effective handling, documentation, packing, transportation, installation, loan and
    display of cultural material.
  - Extensive knowledge and demonstrated experience of national and international principles, practices, standards and ethics relating to the documentation, management and exhibition of cultural collections.
  - Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing,
    consulting, collaborating and reporting with senior management, peers, reports, donors, and other related external contacts.
  - Demonstrated experience with performing risks assessments, meeting compliance with policies and developing innovative processes and procedures.

- Desirable

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- A commitment to the delivery of service excellence.
- Sound knowledge of Australian performing arts history and practice and its associated material culture.
- Current driver's licence

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

- **You demonstrate our values**

- **Leadership**
- **Accountability**
- **Creativity**
- **Equity & Inclusion**