

DIRECTOR, MONASH UNIVERSITY MUSEUM OF ART (MUMA)

DEPARTMENT/UNIT	Monash University Museum of Art
FACULTY/DIVISION	Portfolio of the President and Vice-Chancellor
CLASSIFICATION	Executive Manager
DESIGNATED CAMPUS OR LOCATION	Caulfield campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Portfolio of the President and Vice-Chancellor** is responsible for high-level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, external relations and coordination of special events arranged on behalf of the Vice-Chancellor and the Chancellor and, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, donors, and strategic alliance affiliates.

Monash University Museum of Art (MUMA) is committed to innovative, experimental and research-based contemporary art and curatorial practice. With a focus upon contemporary art

since the 1960s, MUMA is a dynamic site for cultural production, pedagogy and participation - through exhibitions, collection development, curatorial research, publishing, and academic and community engagement. MUMA is adventurous and forward-looking in its support of new art and ideas as it seeks to become an international centre of excellence in the research and collection, promotion and presentation of contemporary visual art. As a key public art museum within Australia's largest tertiary institution, MUMA links the University, the art world and the wider community. Operating from award-winning facilities in cultural precinct of Monash's Caulfield campus, and co-located with the Faculty of Art Design & Architecture, MUMA makes a valued contribution to the cultural and intellectual life of the University and the community.

POSITION PURPOSE

This position is responsible for ensuring MUMA is a dynamic space for contemporary art production, pedagogy and participation, and delivers an innovative and imaginative program of artistic excellence that engages audiences. MUMA's success is built upon relationships and collaborations, and the Director plays a critical role in connecting the Museum to Monash faculties including Monash Art Design & Architecture (MADA) as well as to like-minded organisations nationally and internationally. Equally, the position contributes to the development of a broad vision and planning for Monash's cultural programs and plays a leadership role in the wider visual arts community nationally.

Reporting Line: The position, working with significant autonomy, reports to the Vice-President (Advancement) in the Advancement portfolio and has a close working relationship with the Dean, Faculty of Art Design & Architecture

Supervisory Responsibilities: This position has supervisory responsibilities for a team of approximately ten staff

Financial Delegation: Maximum financial delegation of \$150k

Budgetary Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Develop and oversee the delivery of an annual program of new commissions, exhibitions, publications, public programs and events at MUMA and led by MUMA with an emphasis on the development of progressive models of curatorship, art education and art participation
2. Manage MUMA's budget and enhance and diversify MUMA's income sources through professional partnerships, the development and submission of funding applications across levels of government, philanthropic trusts and foundations, and private patrons; and in consultation with the Advancement Portfolio and advice from the MUMA Advisory Committee develop longer term philanthropic support and benefaction
3. Review and provide recommendations on MUMA's strategic vision and annual business plans, aligning with the University's wider vision and areas of focus, with input and advice from the Chair and members of the MUMA Advisory Committee and MUMA's Indigenous Reference Group with the view to enhancing MUMA's national and international standing, influence, impact and financial health
4. Enhance academic and community engagement, and promote the cultural life of the University through a range of inclusive educational and strategic outreach initiatives, and in collaboration with key University and external stakeholders
5. Provide expert advice to the MUMA Advisory Committee on acquisitions, donations and gifts to the Monash University Collection and oversee the care, conservation, best practice management and growth of the Collection along with its display and integration across the University

6. Represent MUMA's programs in a wide range of professional contexts locally, nationally and internationally, and build and promote the University's reputation for creative leadership and excellence
7. Lead a high performing team through effective planning, workforce allocation and performance management and create an environment and workplace that is inclusive, culturally safe and supportive of professional growth
8. Oversee the delivery of MUMA's core activities in compliance with professional industry standards and ethical frameworks, legal obligations including Occupational Health and Safety Acts and Regulations and University policies and procedures
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A relevant post-graduate qualification and extensive museum/gallery management experience; or
 - extensive museum/gallery management experience and proven museum/gallery management expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. An outstanding record of excellence in curatorial practice including artistic commissioning and programming, collection management and the development of curatorial practices
3. Strong networks and alliances with leading artists, curators, galleries and art institutions of national and international standing, and close ties to Australian art/curatorial practice including First Nations artists, curators and Elders in order to promote and sustain the Museum's standing within the Arts Community
4. Proven ability to work effectively with boards, committees and reference groups, arts funding agencies, government, and cultural and philanthropic organisations to secure funding in a highly competitive market
5. Specialist knowledge of Australian art and artists including First Nations practitioners and a broad knowledge of international contemporary art
6. Demonstrated extensive and broad experience in leading, motivating and developing a team of arts professionals to deliver service excellence and continuous innovation and improvements
7. Exceptional written and verbal communication skills, including demonstrated ability to prepare compelling business cases and fundraising proposals, reports to stakeholders, as well as curatorial essays and lectures for a range of contexts and audiences
8. Demonstrated high-level interpersonal skills and proven ability to negotiate with people of diverse backgrounds, including artists, audience members, patrons, media, university staff and students to facilitate successful outcomes
9. Commitment to engage in meaningful and impactful ways with MADA, other faculties and units across the University and externally, with respect to teaching and learning, collaborative projects, programming, campus enhancement and marketing

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University will be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- The timing of annual leave may be affected by the cyclical requirements of the role
- Out of hours work (including evenings, weekends and public holidays) will be required to host openings, programs and associated events
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check
- A current satisfactory Finance Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.