

PRINT COUNCIL

OF AUSTRALIA

Organisation Overview

Currently based in the historic Fitzroy Town Hall in Melbourne, Victoria, the Print Council of Australia (PCA) is a national not-for-profit member organisation that promotes contemporary Australian fine art printmaking and print media, including artist's books, zines, and works on paper, and provides support and opportunities for artists.

Through publications, commissioned editions, exhibitions and other events we work to foster a greater appreciation of original prints and an understanding of the history of Australian printmaking amongst our members, collectors and the wider community.

The PCA's core activities include:

- publishing our flagship quarterly magazine IMPRINT;
- organising and managing an annual Print Commission program;
- producing a monthly e-newsletter for distribution to members;
- maintaining social media presence including the PCA website, Facebook page and Instagram;
- maintaining and managing the PCA's archival collection of over 600 artworks;
- Coordinating temporary exhibitions and other projects that provide opportunities for artists and audiences to engage with contemporary printmaking.

The PCA has a membership in excess of 1000, including schools, libraries, public art museums, art galleries, tertiary institutions as well as individual artists, teachers, curators, collectors and print enthusiasts.

IMPRINT is the premier national magazine on print media and includes articles, reviews and information about awards, competitions, exhibitions, courses, workshops, conferences, residencies, studios and other opportunities. IMPRINT aims to be the primary reference for critical discourse on print media in Australia.

The annual PCA Print Commission program provides a platform through which emerging and established print artists can develop their skills, gain exposure and have their work acquired by significant collections across the country and around the world. Up to 10 artists are commissioned each year to create an edition of prints that are then made available for purchase by PCA members and are featured in IMPRINT magazine. The Print Commission is a major revenue raising program for the PCA and aims to develop and expand the audience for fine art prints and works on paper.

The PCA's structure currently comprises a national management committee of 23 elected members, and a part time staff of four.

More information on PCA programs and activities can be found on the website:

www.printcouncil.org.au

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POSITION DESCRIPTION

General Manager

Parental Leave Cover Position

Objectives of the role

- Oversee the day-to-day operations of the organisation.
- Develop, resource and manage multiple programs and activities at a local and national level. All activities need to enhance the PCA's image and cater to multiple member, partner and sponsor stakeholders, and be completed within the organisation's staffing and budgetary restraints.

Primary responsibilities

- Manage all aspects of the organisation's administration including budgeting and finances, human resources, revenue and income generation, marketing and project management.
- Oversee the delivery of membership services including the production of IMPRINT magazine regularly updating the PCA wordpress website, generating e-newsletters in Mailchimp.
- Oversee the update and distribution of PCA print collateral including annual reports and promotional material.
- Oversee the smooth management of the PCA's online subscriptions management system, and ensure website orders are completed in collaboration with staff.
- Market the PCA' Programs and activities through our digital channels which include website, electronic direct marketing, and social media.
- Manage membership initiatives and Print Commission subscriptions as the PCA's key revenue raising programs.
- Plan and implement fundraising strategies, coordinate corporate sponsorship initiatives; work with the committee to proactively seek government, organisational and philanthropic grants for the organisation.
- Actively represent the interests of print media artists, collectors and organisations through PCA led temporary exhibitions and projects as required, in collaboration with committee.
- Develop operational procedures to respond to the evolving needs of the organisation.

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- Organise PCA committee meetings, including the Annual General Meeting, and prepare agendas, reports, and minutes to meet the organisation's reporting requirements.
- Manage and maintain the PCA Print Archive.
- Other duties as required by the PCA executive committee.

Key selection criteria

Mandatory

1. Appropriate tertiary level qualifications OR equivalent industry experience.
2. Prior employment experience in a management and leadership role in an arts organisation, institution or business.
3. Excellent oral and written communication skills including experience in report writing.
4. Experience in arts marketing and audience development.
5. Demonstrated ability to lead a small team with diverse responsibilities.
6. Demonstrated budget development skills and understanding of financial processes of running a small not-for-profit organisation or business.
7. Project management skills.
8. Demonstrated experience in funding processes including writing grant applications, acquitting and reporting to funding bodies (government or philanthropic) and researching new sources of funding or corporate sponsorship.
9. Demonstrated capacity to liaise effectively with a range of stakeholders, including government departments, not-for-profit and arts organisations, and the tertiary education sector.
10. Excellent computer skills. Knowledge of Microsoft Office suite, online platforms Wordpress and Mailchimp, along with social media/marketing tools such as Facebook, and Instagram would also be an advantage.

Desirable

- Understanding of fine art printmaking.
- Experience with subscriptions database management and record keeping.
- Knowledge of the not-for-profit sector, including governance and reporting requirements.
- Knowledge of membership organisation issues and procedures, including committee processes, Annual General Meetings.

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Terms and conditions

Days/week	3
Salary per annum	Pro Rata 0.6 (Part-time) of \$66,000 per annum full time.
Tenure	8 Months - Fixed Term Contract, with possibility of extension. Parental Leave Cover Position

- This remuneration package includes the salary component outlined above, plus personal leave, annual leave, paid public holidays, and superannuation paid at the rate set by the government's Superannuation Guarantee Contribution.
- Annual leave entitlement of 4 weeks per annum will accrue on a pro-rata basis.
- Payment of PAYG taxation will be the responsibility of the PCA Accounts Officer.
- Either party may terminate this appointment by giving not less than four weeks' notice in writing.
- This position is based in Fitzroy, Melbourne. Some out of hours work and interstate travel will be required.
- The general manager has scope to advise the executive committee if a restructure of staffing roles and duties would be beneficial to meet the evolving needs of the organisation and its operations.

Accountability

The position reports to the PCA committee through four committee meetings per year held in Melbourne and interstate.

Applications Close 6.00pm, April 1st 2019.

To APPLY please email a cover letter addressing the Key Selection Criteria and current CV to Marguerite Brown - generalmanager@printcouncil.org.au

Appointment to commence mid-May 2019