

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;
- delivering the annual Print Commission program now in its 54th year.
- 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;
- Annual Partnership with Sydney Contemporary to support the presentation of PAPER Contemporary.
- Coordinating temporary exhibitions and other projects that provide opportunities for artists and audiences to engage with contemporary printmaking.

The PCA has over 1000 active members, and a combined audience of approximately 14,000 across our online platforms which include artists, teachers, curators, collectors and print enthusiasts along with museums, schools, libraries and other institutions.

Proudly published since 1966, IMPRINT is Australia's only quarterly art journal dedicated to contemporary printmaking, artists' books and works on paper, and one of the few publications worldwide dedicated exclusively to the graphic arts.

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 7 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

Acting General Manager

Maternity Leave Cover Position

Objectives of the role

- Oversee the day-to-day operations of the organisation.
- Develop, resource, and manage multiple programs and projects at a local and national level.

Primary responsibilities

- Manage and deliver the PCA's annual Print Commission program.
- Create and distribute engaging digital content to market the PCA' Programs and activities through our online channels which include the PCA website, Mailchimp electronic direct marketing, and social media.
- Oversee the smooth management of the PCA's online subscriptions management system, and ensure online orders received are completed in collaboration with staff.
- Oversee PCA led temporary exhibitions and projects as required, in collaboration with committee and staff.
- Plan and implement fundraising strategies and work with the committee to proactively seek government, organisational and philanthropic grants to support the organisation in delivering its strategic plan.
- In collaboration with the executive committee organise quarterly PCA committee meetings, and the Annual General Meeting. Prepare and distribute agendas, reports, and minutes to meet the organisation's reporting requirements.
- Support the Accounts Manager and Treasurer in managing organisational finances.
- Manage and maintain the PCA Print Archive and oversee public access to this resource. Facilitate sales of non-archive commissioned works.
- Manage the organisation's general administration and day-to-day activities.
- Other duties as required by the PCA executive committee.

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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.
4. Experience in arts marketing and audience development.
5. Demonstrated ability to lead a small team with diverse responsibilities.
6. Demonstrated financial management skills, with an 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).
9. Demonstrated capacity to liaise effectively with a range of stakeholders, including government departments, arts organisations and institutions, and the 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.

Desirable

- Understanding of fine art printmaking.
- Knowledge of the not-for-profit sector, including governance and reporting requirements.

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Terms and conditions

Days/week	3.5
Salary per annum	Pro Rata 0.7 (Part-time) of \$64,000 per annum full time.
Tenure	7 Months - Fixed Term Contract. Parental Leave Cover Position. Start date December 2021.

- This remuneration package includes the salary component outlined above, plus 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 Manager.
- Either party may terminate this appointment by giving not less than four weeks' notice in writing.
- This position is based in Fitzroy, Melbourne. Work from home arrangements available with a minimum of one day per week in the office to collaborate with other staff. Some out of hours work and interstate travel may be required.
- It is a condition of this position that the successful candidate be fully vaccinated for Covid-19, unless unable to be vaccinated because of a medical condition as determined by ATAGI clinical guidance.

Accountability

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

Applications Close 5.00pm, November 1st 2021.

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