

PRINT COUNCIL

OF AUSTRALIA

Position Description Director, Print Council of Australia

ORGANISATION OVERVIEW

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
- the annual Print Commission program
- regular exhibitions of contemporary print practice at the Print Council of Australia Gallery
- maintaining the PCA's Print Archive Collection
- providing platforms for members to connect and promote their exhibitions, including the monthly e-newsletter and social media.

The PCA has approx. 1000 active members, and a combined audience of 15,000 + (digital and hard copy) which includes 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. 5 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 recently established Print Council of Australia Gallery provides opportunities for contemporary artists to show their print-based artwork in Melbourne's Southbank arts precinct. Sourced from a nationwide annual EO call out, the gallery exhibition program rotates monthly.



PRINT COUNCIL

OF AUSTRALIA

The PCA's structure currently comprises a national management committee of 19 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

PRIMARY RESPONSIBILITIES – DIRECTOR

As a dynamic grass roots organisations that provides opportunities for visual artists, we are looking for an experienced arts professional to lead the PCA into an exciting future! The position is based at the PCA's address in the Southbank arts precinct.

- Lead the development and delivery of the Print Council of Australia Gallery's annual exhibition program, managing the rotating monthly exhibitions and overseeing the curatorship of the space.
- Financial Management. Work with the Accounts Manager and Treasurer to manage organisational finances.
- Supervise a small team of staff to maintain daily operations and administration of the PCA.
- Manage and launch the annual Print Commission program.
- Maintain relationships and agreements with sponsors and supporting philanthropic bodies.
- Plan and implement fundraising strategies and work with the committee to proactively seek government, organisational and philanthropic grants to support the organisation.
- Create and distribute engaging digital content to market the PCA's programs and activities through our online channels which include the PCA website, Mailchimp electronic direct marketing, and social media.
- Oversee the PCA's online membership subscriptions.
- Oversee the quarterly advertising sales for IMPRINT magazine.
- 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.
- Maintain the PCA Print Archive and oversee public access to this collection of national significance.

KEY RELATIONSHIPS

- The position will build and maintain productive working relationships with other staff members including the Imprint Editor, Accounts Manager, while also supervising the Administration Assistant, Interns and Volunteers.



PRINT COUNCIL

OF AUSTRALIA

- The position reports to the National Committee of Management, working closely with the Executive Committee; President, Secretary, Treasurer and Vice President.
- The position is required to maintain professional relationships with external bodies, including PCA Members, institutions and industry peers and, the broader visual arts community.

SKILLS & ATTRIBUTES

- Tertiary qualification in Arts Management, Museum Studies, or related field.
- Strong existing networks and connections within the arts community.
- A valid driver's licence.
- Strong computing skills including experience with Microsoft Office
- Experience with web content management (Wordpress), Mailchimp and social media marketing is desirable.

INTERPERSONAL

- Highly developed oral, written communication skills, including the ability to speak publicly and engage the community.
- Demonstrated ability to motivate and engage staff and other stakeholders

KEY SELECTION CRITERIA

- Appropriate tertiary level qualifications OR equivalent industry experience.
- Experience in a management / leadership role in an arts organisation, institution or business.
- Experience in planning and staging exhibitions, from concept to completion.
- Excellent oral and written communication skills.
- Ability to lead a small team with diverse responsibilities.
- Financial management skills, with an understanding of budgets and financial processes.
- Demonstrated ability to liaise effectively with a range of stakeholders

DESIRABLE

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

SALARY

\$78,000 Pro-rata + 11% Super
0.6 FTE (22.8 hours per week) Part-time



PRINT COUNCIL

OF AUSTRALIA

APPLY

To apply for the role please send a cover letter that includes your skills and experience relevant to the Key Selection Criteria, and a current resume to Marguerite Brown director@printcouncil.org.au

Applications close midnight, Sunday 10th September, 2023

Print Council of Australia
Studio 2, Guild
152 Sturt Street, Southbank VIC 3006
PO Box 2949, Fitzroy VIC 3065

t: +61 3 9416 0150 www.printcouncil.org.au

