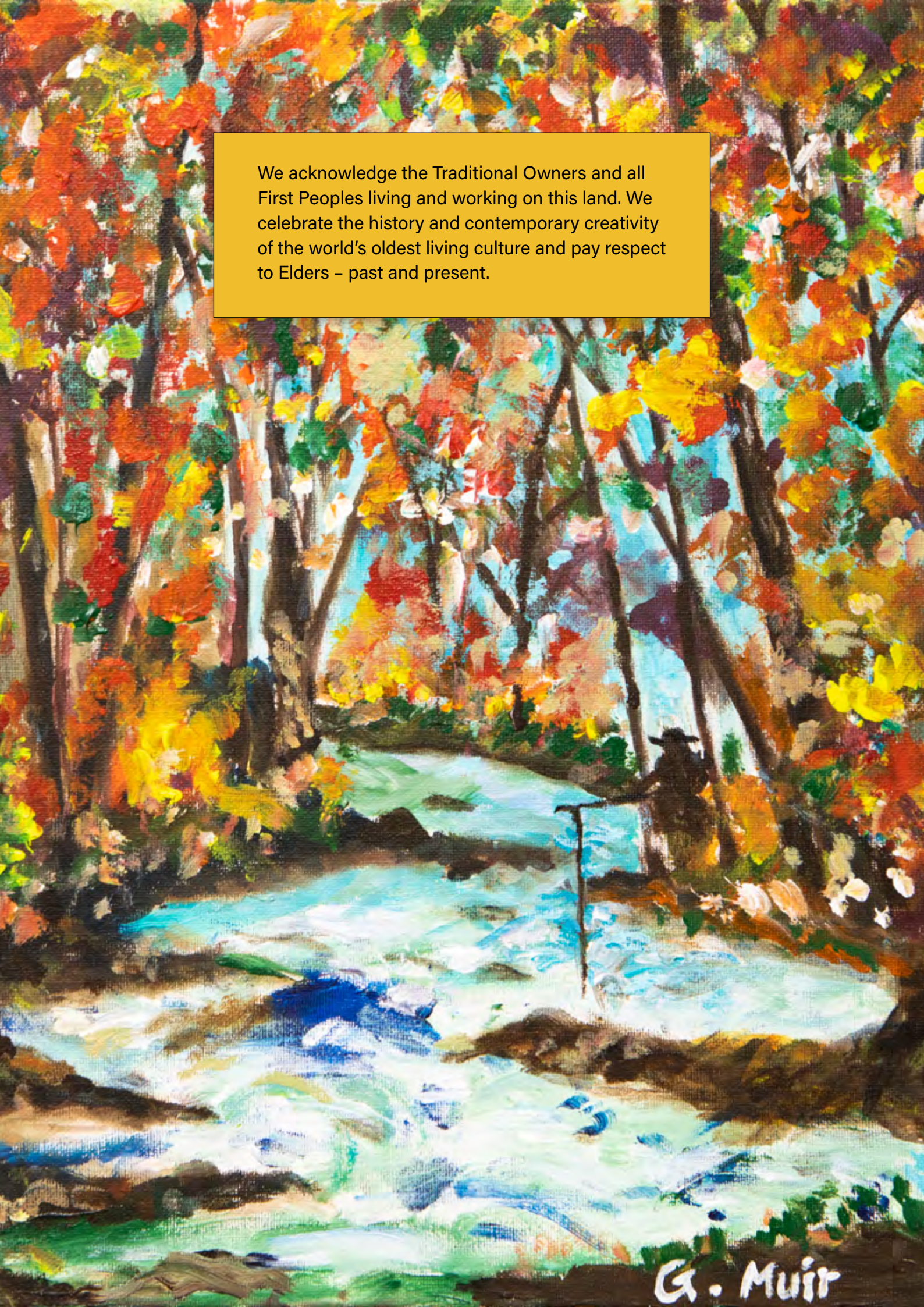


Chief Executive Officer Recruitment Package



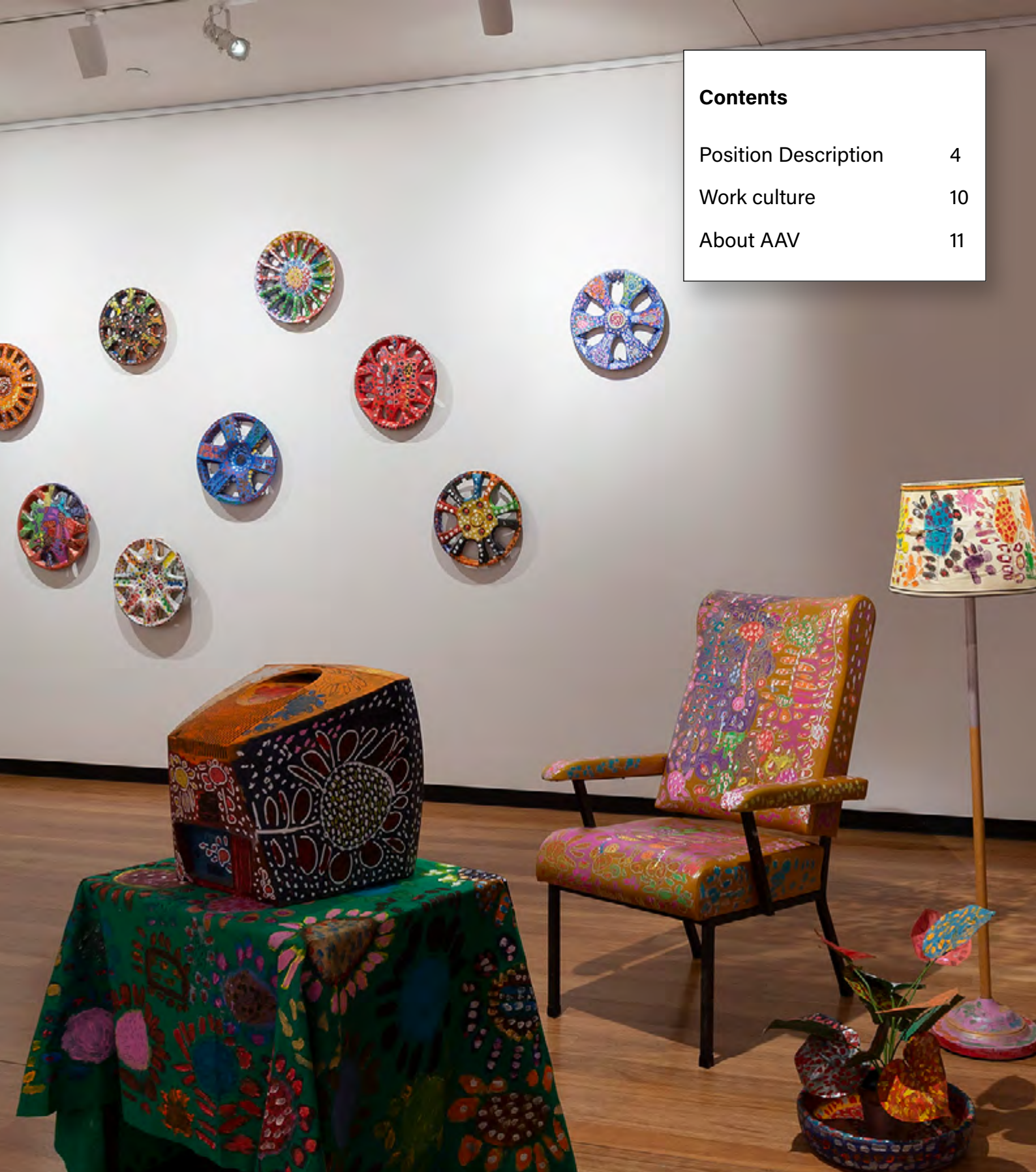
Arts Access Victoria





We acknowledge the Traditional Owners and all First Peoples living and working on this land. We celebrate the history and contemporary creativity of the world's oldest living culture and pay respect to Elders – past and present.

G. Muir



Contents

Position Description	4
Work culture	10
About AAV	11

© Arts Access Victoria 2023

W: artsaccess.com.au

E: info@artsaccess.com.au

P: 03 9699 8299 (voice only)

P: 0477 860 955 (text or voice)

A: 222 Bank St, South Melbourne

Image credits

Cover: Elvin Lam, winner of the 2022 Lesley Hall Award, pictured in performance. Image supplied.

Acknowledgment: Greg Muir, Autumn - The Four Seasons, Acrylic on Canvas.

Contents: Robert Brown's installation in Material Reverie. Photograph courtesy of Town Hall Gallery, Boroondara Arts.



Chief Executive Officer Position Description

The Chief Executive Officer (CEO) strategically leads the delivery of the Arts Access Victoria (AAV) vision: Cultural Equity for Deaf and Disabled people. They embody AAV's values: Authenticity, Pride, Leadership, Impact and Curiosity.

The CEO leads from a place of pride, identifying as Deaf and/or Disabled.

The CEO leads a team of artists, creatives, advocates, administrators, and facilitators. Our focus is to realise the cultural aspirations of Deaf and Disabled people. We do this by developing, delivering, presenting programs and new works and industry and artistic training. Every staff member works together to challenge and extend the idea of who an artist is, how art is made and who it is made for.

AAV celebrates 50 years in 2024. We have a new strategic plan and new and existing partnerships across Victoria. We are looking to increase our profile, reach and community engagement with all audiences across Victoria.



Uncle Greg Muir: A Retrospective exhibition at No Vacancy Gallery, 2023. Photo featuring Aunty N'arweet, Carolyn Briggs AM, PJ Noack, Uncle Greg Muir (on screen).

Capturing the City Mural, 2022. Photo by Kate Disher – Quill

Position Title: Chief Executive Officer

Reports To: The Board of Directors

Remuneration: The base salary for this position is \$120,000 - \$130,000 (1.0 EFT) per year. 11 % superannuation contributions plus generous salary packaging.

Terms: This is a Full time (1.0 EFT or 37.5 hours a week) position for 3 years starting June 2024, with potential for renewal. AAV Enterprise Agreement 2023 also forms part of your conditions. Salaries are paid fortnightly via EFT.

Benefits: Free parking with a car park below the South Melbourne office
Leadership opportunities at Victoria's peak body for arts and disability.
Flexibility with days worked and spread of hours can be negotiated to mutual benefit
AAV will support your travel ie. provision of company car or cab charges plus other benefits.

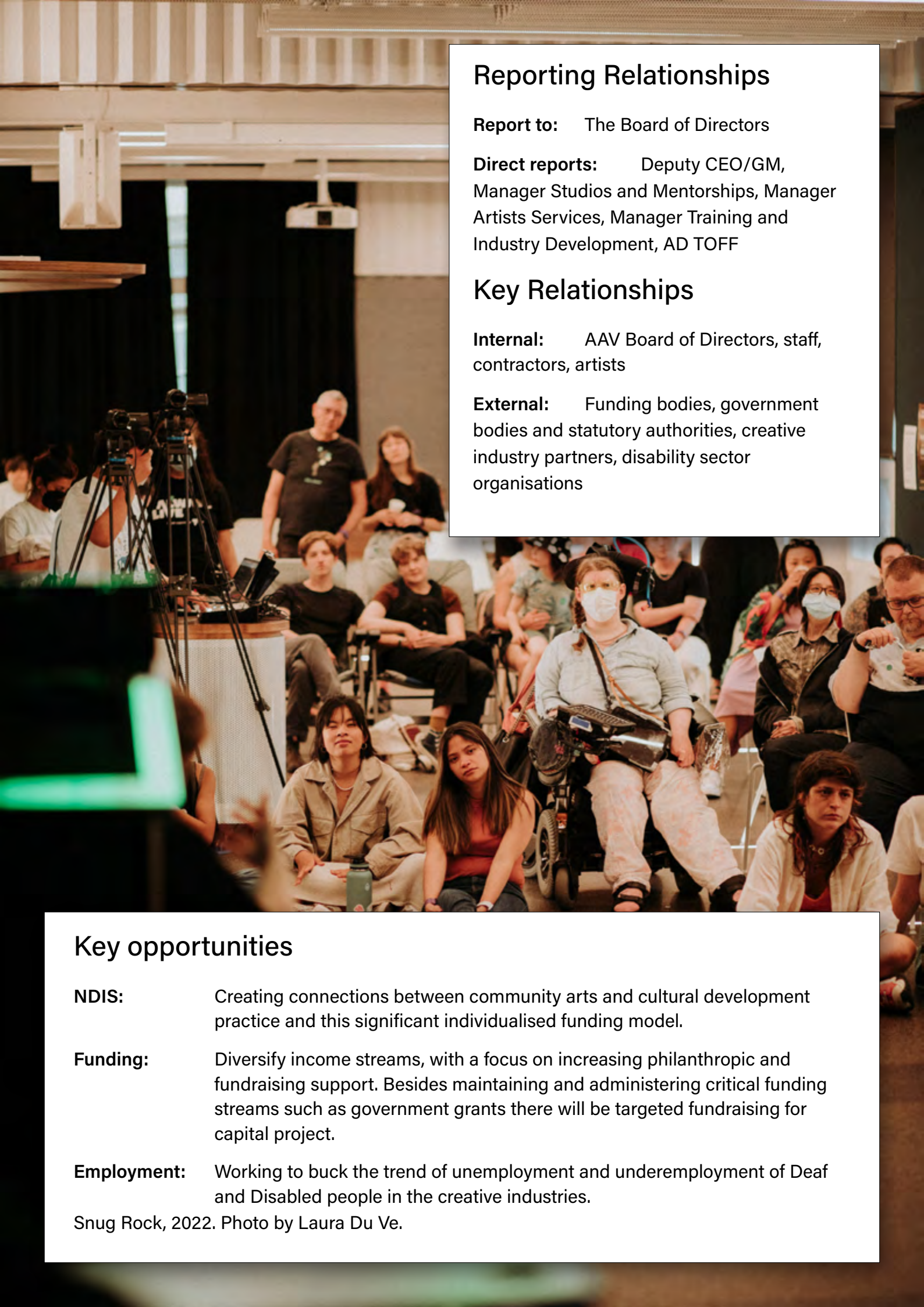
Location: The position is primarily based in AAV's administration offices, 222 Bank Street South Melbourne (2 km from Southern Cross Station). Some interstate travel is required.

Application: Email your application to board@artsaccess.com.au by **Monday 4 March 2024 at 5 pm.**

Contact us: Contact Nic Vogelpoel (Chair, Arts Access Victoria) Email: board@artsaccess.com.au Phone: [0452 216 451](tel:0452216451) (text or voice) if you would like more information or have any question about the position.



Soft Sculptures at The Other Film Festival Red Carpet. Photo by Raphael Recht..
Capturing the City Mural, 2022. Photo by Kate Disher - Quill.



Reporting Relationships

Report to: The Board of Directors

Direct reports: Deputy CEO/GM, Manager Studios and Mentorships, Manager Artists Services, Manager Training and Industry Development, AD TOFF

Key Relationships

Internal: AAV Board of Directors, staff, contractors, artists

External: Funding bodies, government bodies and statutory authorities, creative industry partners, disability sector organisations

Key opportunities

NDIS: Creating connections between community arts and cultural development practice and this significant individualised funding model.

Funding: Diversify income streams, with a focus on increasing philanthropic and fundraising support. Besides maintaining and administering critical funding streams such as government grants there will be targeted fundraising for capital project.

Employment: Working to buck the trend of unemployment and underemployment of Deaf and Disabled people in the creative industries.

Snug Rock, 2022. Photo by Laura Du Ve.

Position Duties, Deliverables and Accountability

Leadership

- Representing and advocating for increased participation of Deaf and Disabled people in the creative industries as artists, audiences and arts workers
- Leading the arts and disability sector through authentic representation of the needs and aspirations of Deaf and Disabled people
- Leading the implementation of the 2025-2028 Strategic Plan and collaboratively designing a future vision founded on the values and aspirations of the community
- Providing leadership and strategic direction for the AAV team
- Leading annual program development with a focus on our creative outputs and our capacity building work with partners
- Building the profile of Arts Access Victoria across arts, disability, mental health and community sectors
- Building and influencing relationships with external stakeholders to recognise our work in the areas of human rights, cultural equity, social inclusion and cohesion, and economic participation
- Ensuring participation and representation of Arts Access Victoria in industry and community networks and events

Knowledge and Impact

- Lead the development of an evidence based, knowledge culture and ensure sharing with the broader arts and disability sector(s)
- Lead a conversation across the creative industries on cultural equity and inclusion towards universal access

People and culture

- Ensuring the organisation reflects the aspirations of the disability rights movement for self-determination, control and transformation
- Overseeing a process of learning and development across the organisation to ensure that our workforce responds to the needs of today and the future
- Fostering and continuously improving a positive work culture, underpinned by our values and commitment to access, equity and safety.
- Building a culture where all staff can collaborate in designing and implementing our strategy, and values driven practices across the organisation

Financial Sustainability

- Ensuring exemplary financial management practices across the organisation
- Managing existing funding relationships for compliance and sustainability
- Building opportunities for income diversification via a planned and executed fundraising and growth strategy
- Fundraising and management of capital project/s
- Overseeing an effective NDIS business model
- Compliance
- Ensuring oversight of Quality Assurance Systems towards certification against state and national standards
- Ensuring Arts Access Victoria meets all obligations with respect to laws, contracts, insurance, policies and procedures
- Supporting the Board in the execution of Governance Policies and Procedures to ensure an optimal environment for monitoring and direction setting

Terms and conditions

- The position is full time. AAV is committed to flexibility in the workplace and this position is no exception. AAV is currently working in hybrid, working from the office is essential with hybrid as an option.
- The successful candidate will receive an employment contract for three years, commencing June, 2024 with potential for renewal. It sets out the terms and conditions of employment. A six-month probation period applies.
- The successful candidate will receive an employment agreement, subject to a successful safety screening (police and NDIS check).
- Remuneration for the position is \$120,000 - \$130,000 per annum plus generous salary packaging, and superannuation.
- The position is based in South Melbourne. Some interstate travel is required.



How to Apply

Position Requirements

- Proudly identify as Deaf and/or Disabled person with a willingness to share this experience.
- Demonstrated experience in organisational management. This includes management of people, partnerships, resources, systems, governance, budgets and funding
- A deep understanding of disability and access in the wider arts and cultural sectors
- Highly developed visionary leadership and the ability to translate ideas into planning, programming and delivery
- Outstanding skills and expertise in managing and engaging a diverse range of stakeholders. This includes experience in increasing public profile and leading advocacy. Ideally experience within the arts and cultural and/or disability sectors
- Excellent self-awareness and interpersonal skills, with strong ability to influence others
- Experience managing and developing year-round arts and cultural programming with a proven record of increasing engagement
- A high level of personal integrity and commitment to AAV Vision, purpose and values

Expression Of Interest Questions

1. Why are you interested in leading AAV? Why now?
2. How will you bring the culture and values of AAV to life over the next three years?
3. What are you most excited about for arts and disability in Victoria?
4. How have you connected with the arts and disability sectors to date and what have been the outcomes of these connections?

Applying

Email your application to Board@artsaccess.com.au by Monday 4 March 2024 at 5 pm. Applications that do not address Expression of Interest questions will not be accepted

Your application must contain.

- A cover letter including responses to the Expression of interest (EOI) questions
- A CV showing your relevant experience.

AAV understands the breadth of skills and experience required for this role is extensive. And that the role covers many intersections and skillsets.

If you do not meet the full required experience currently, we encourage you to still apply. You will need to:

- Show your vision for the role and AAV.
- Outline how you will gain the professional and leadership skills required to meet the criteria.
- Explain what support you would need from AAV to do this.

If you would like support with your application, please contact us.

Contact us

Contact Nic Vogelpoel (Chair, Arts Access Victoria) if you would like more information or have any question about the position.

[Email: Board@artsaccess.com.au](mailto:Board@artsaccess.com.au)

[Phone: 0452 216 451 \(text or voice\)](tel:0452216451)

Recruitment Timeline

Applications Close:	4 March 2024 at 5 pm
Interviews Round 1:	Week of 25 March
Interviews Round 2:	Mid April

Work culture environment and screenings

AAV Environment

We are committed to making AAV a friendly, relaxed and open workplace. Employees contribute organisation-wide, not just to their own program.

All AAV employees are expected to embrace our vision, purpose and values. All employees work towards creating equity in arts and culture for all Deaf and Disabled people.

We recognise and acknowledge that disability is intersectional. We strongly encourage Deaf and Disabled, First Nations, LGBTQIA+ and/or culturally and linguistically diverse people to apply.

If you require assistance with your application, please contact us. We can provide a position description in alternate formats if required.

Employment Safety Screening

Please note that employment safety screening is undertaken for all positions within the organisation as part of its contractual arrangements with government. All employees are obliged to fully disclose relevant information and screening is undertaken as part of recruitment procedures.

Privacy And Confidentiality

We ensure that all files of personal information are kept secure at all times.

Workplace Health and Safety

AAV is committed to providing a safe and healthy workplace for employees, participants, members and visitors. This relates to all workplaces of AAV, including the offices at 222 Bank Street, South Melbourne and all off-site venues.

All employees have some responsibility in making sure AAV abides by the OHS Act (2006).

In particular, all employees will take reasonable care of their own health and safety and the health and safety of others they work with. All employees will also co-operate with AAV to make sure it remains a safe and healthy place to work.

Capturing the City Mural, 2022. Photo by Kate Disher – Quill.

About Arts Access Victoria

We started in 1974 and is the peak body for arts and disability in Victoria.

We are a disability-led organisation that plays a vital role in state, national and international Arts and Culture.

We are the leading force behind a more accessible Arts and Culture sector.

We produce and platform Deaf and Disabled artists, arts workers and creatives work.

Our purpose is to lead cultural equity for all Deaf and Disabled people.

At AAV we:

- Raise the profile and participation of Deaf and Disabled people in the creative industries.
- Ensure Deaf and Disabled people are in all creative industries as participants, audiences, artists, cultural innovators, influences and leaders.
- Transform the way the creative industries engage with Deaf and Disabled people.
- Believe that art can lead to cultural, economic, personal and political change.
- Support the development of a vibrant Arts and Culture sector that reflects our society in every way. Where Deaf and Disabled people are in every part of creative industries.
- Work to create change and increase Deaf and Disabled people's participation in the Arts and Culture.



We believe that art can lead to cultural, economic, personal and political change. We support the development of vibrant arts and cultural sector that reflects our society in every way.

We work to create change and increase Deaf and Disabled people's participation in the arts and culture.



Front Up exhibition by Adam Knapper on AAV building, 2021. Photo by Raphael Recht.

We Produce and Platform Deaf and Disabled Artists, Arts Workers and Creatives Work.



Alter State Closing Party, 2022. Photo by Kate Disher – Quill.

We help Deaf and Disabled people at every part of their career from grassroots to established. We:

- Run studios, mentorship and professional development programs
- Work with schools and vocational institutes
- Give out awards and scholarships
- Provide grants and auspicing and grant support
- Run monthly networking sessions
- Provide Resources and support.

Way out West, Happy Place, 2022.

Some major outcomes and partnerships include:

- The Other Film Festival – our major film festival with outcomes and significant partnerships throughout the arts and screen sector
- Alter State – a new disability arts festival presented by Arts Centre Melbourne and AAV
- 50 Years of AAV - a year of honoring our past, celebrating our achievements and exploring our future.



We Create Change

We centre access at every part of AAV, from internal to external, from individuals to organisations and government. We create change in the arts and culture sector through leadership, advocacy and support. This is a part of everyone's job at AAV. We:

- Run training and consulting
- Run focus groups and co design processes
- Advocate
- Provide resources and support



Hugh McNab as The Crow, South Melbourne, 2022. Photo by Kate Disher – Quill.