

Multicultural Museums Victoria

Executive Officer



POSITION DESCRIPTION

Multicultural Museums Victoria (MMV) is an alliance of five museums – Chinese Museum, Co.As.It. Museo Italiano, Hellenic Museum, Islamic Museum of Australia and Jewish Museum of Australia – which share a common purpose: to promote an understanding and appreciation of Victoria's diverse cultural heritage through exhibitions, education and public events.

Having formally constituted in 2018 under an MOU, and having delivered its inaugural joint exhibition project, "Grandmothers", MMV now seeks to grow and develop by establishing itself as a legal entity and employing an Executive Officer to facilitate future joint projects, seek ongoing and sustainable funding, plan and execute joint marketing initiatives and assist with strengthening the organisational capacity of the constituent museums.

This will be a complex and challenging role requiring outstanding skills in stakeholder management and a track record in securing funding from a range of sources. It will offer the successful candidate an opportunity to work with five dynamic and purpose-driven cultural institutions, and to engage at a high level with government, philanthropic and corporate stakeholders and partners.

The position will be based on a rotating basis at each of the five museums, with travel between the museums expected on a regular basis.

Hours:	Full-time
Duration:	Initial contract of 18 months*, with the possibility of extension (subject to funding)
Commencement:	Immediate start available
Remuneration:	A remuneration package will be negotiated with the successful candidate

* This position has been funded until June 2020 by the Victorian State Government through Multicultural Affairs and Social Cohesion, Department of Premier & Cabinet.

Key responsibilities

PLANNING AND PROJECT MANAGEMENT

- Develop and coordinate implementation of a 3-year business plan and budget for MMV
- Ensure that all museums are aware of outputs and deliverables for which they are accountable, especially in relation to funding agreements
- Initiate and, where required, oversee planning processes for joint projects as agreed in the business plan, including development of budgets and allocation of resources as required
- Develop and manage partnerships between MMV and other stakeholders

FUNDING

- Seek funding opportunities for MMV from philanthropic and corporate sources
- Liaise with government departments to identify grant opportunities through existing funding programs and leverage in-kind support

- Serve as the primary relationship manager for all major funders and stakeholders, keeping them updated and engaged
- Prepare all progress and acquittal reports required by funding partners

MARKETING & COMMUNICATIONS

- Manage delivery of the MMV marketing plan
- Engage contractors (copywriter, graphic designer, photographer etc) as required to assist with execution of marketing plan
- Ensure adherence to the MMV brand guidelines across all marketing communications, including those of individual museums
- Serve as the primary point of contact and spokesperson for MMV

CAPACITY BUILDING

- Become intimately familiar with the structure, offerings, resources and capabilities of each of the museums
- Identify weaknesses/gaps/resource deficiencies in each museum and develop a plan to address these and build capacity of museums accordingly
- Initiate the establishment and support the ongoing functioning of professional networks across all of the museums
- Identify opportunities for and deliver joint professional development for staff across all museums

ADMINISTRATION AND GOVERNANCE

- Lead the process to establish MMV as a legal entity and obtain DGR and TCC status
- Support the MMV Committee by scheduling meetings, preparing agendas and minutes, and ensuring discharge of all legal and regulatory responsibilities
- Manage MMV's budget and ensure that accurate accounts are maintained

Key selection criteria

- Demonstrated experience managing complex stakeholder relationships
- Demonstrated experience managing and delivering major projects
- Track record securing funding from a variety of philanthropic, corporate and government sources
- Sound understanding of marketing principles
- Sound understanding of the Victorian arts / cultural sector and/or the multicultural sector
- Outstanding interpersonal, communication and organisational skills

How to apply

Please read carefully. Applications that do not comply with the requested format may not be considered.

To apply for this position, please submit your CV and cover letter explaining your interest in and suitability for this role.

In your CV, for each position held:

- a) briefly outline the scope of your role and
- b) clearly detail your personal achievements in the role.

There is no need to directly address the selection criteria in your cover letter or in a separate document.

Referees

Please include a list of *potential referees* at the end of your CV, including at least one who you have reported to and one who currently reports to you (or has recently done so). This is so we can obtain a full view of your management style. Please provide referees' names and current positions, with a brief explanation of how you know each other and what kind of insight they might offer on your background and skills. Referees will not be contacted without your prior agreement, so you do not need to advise them at this stage that they are on your list.

Enquiries

If you have any questions about this position description or would like to talk about any aspect of the role before submitting your application, please contact Rebecca Forgasz, Director & CEO, Jewish Museum of Australia on 8534 3630 for a confidential discussion.

For further information about MMV or any of the constituent museums, visit mmv.org.au

Closing date for applications: 5pm, Wednesday 19 December