



Position Description Artistic Programs Manager

Title of Position	Artistic Programs Manager
Hours	Part Time – to be negotiated (minimum 0.7 FTE)
Responsible to	Chief Executive Officer
Appointment	2-year contract

OVERVIEW

Guildhouse works with artists, craftspeople and designers, government and industry, to build skills and knowledge. Together, we create opportunities for meaningful, sustainable careers in the creative sector. As the peak body for art, craft and design in South Australia, Guildhouse engages and supports artists with creative and career development programs such as residencies, mentorships, one-on-one advice, tailored business skill development, network development and exhibition opportunities.

We have an exciting opportunity for a creative, dynamic and passionate professional to join our team. The Artistic Programs Manager leads the strategic review, development and implementation of Guildhouse's artistic and professional development program. This role is central to Guildhouse's engagement with artists, partners and supporters and contributes to our efforts to build the connectivity, capacity and profile of the arts community.

We seek an experienced visual-arts professional to oversee artistic programs that are creative, transformative and viable. This position forms part of the Guildhouse executive team and has two direct reports, our Artistic Programs Producer and part-time Early Career Curator. The role also liaises closely with the Guildhouse Artist Advisory Group and is responsible for recruitment and management of program/project-based officers as needed.

Our ideal candidate is skilled in developing and implementing relevant and tailored creative programs that lead to meaningful outcomes. You will have a demonstrable connection to contemporary artistic practice, an understanding of curation and positive relationships with a diversity of artists. Along with brilliant project management skills, you are excellent with people, a proactive collaborator and innovative strategist. You are passionate about what you do and enjoy working with stakeholders to achieve positive outcomes.

Guildhouse's small and dynamic team works across our two sites, at the Lion Arts Centre in Adelaide's creative West End and Sturt Street Office in the flourishing South West.

Guildhouse is an equal opportunities workplace and persons who identify as Aboriginal and/or Torres Strait islander, or from other diverse cultural backgrounds, are encouraged to apply. Persons with lived experience of disability are also encouraged to apply.

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Street Address: Lion Arts Centre,
Cnr North Tce & Morphett St, Adelaide
PO BOX 8067 Station Arcade SA 5000
PH: (08) 8410 1822 guildhouse.org.au

Guildhouse Incorporated ABN 75 442 934 320



BACKGROUND

Guildhouse's vision is for artists to have sustainable careers and to be recognised and valued by our community. We are a not-for-profit, incorporated association founded in South Australia in 1966. Guildhouse has over 1100 members from diverse areas of contemporary visual art practice and all career stages, in addition to arts organisations, government agencies, businesses and Guilds.

Artists are central to everything we do:

- We build careers
- We foster excellence
- We take the arts outside of the arts
- We create and nurture opportunities for our members
- We believe in a strong creative sector for all
- We believe in fair pay for artists

Our programs strive to develop artistic and professional excellence, supporting the professionalisation of artistic practice. We develop and promote opportunities that take artists out of their traditional studio practice and support them to extend their work through collaboration, research, and experimentation in new environments, to new and diverse audiences.

We partner broadly to maximise the impact the work we do.

KEY RESPONSIBILITIES

Artistic and Professional Career Development Program

- Working closely with the CEO, undertake strategic review and creative development of Guildhouse's artistic and professional career development program
- Lead the operational planning and practical implementation of Guildhouse's artistic and professional career development program, including residencies, mentorships, curated exhibitions, skills development programs, advice services, network development and artist talks
- Identify and cultivate sustainable funding streams for new programs and initiatives, including business case development and grant submissions
- Proactive engagement with visual artists, craftspeople and designers and the visual arts sector
- Make a strategic contribution to growth and retention of membership

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Partnerships

- Maximise the impact of partnerships through well-crafted, co-designed and meaningful programs
- Steward positive and collaborative relationships with key partners
- Foster new relationships within the arts and culture sector to support our work

Planning/Evaluation

- Participate in Guildhouse's strategic planning process
- Coordinate annual sector impact scores and contribute to meaningful evaluation across the organisation
- Regularly report on key artistic and professional career development metrics for Executive and Board
- Timely provision of quality acquittals for funded programs

Marketing and Communications

- Working closely with the Marketing and Communications team, contribute to Guildhouse's content development, website, advertising and digital marketing with insights from the artistic and professional career development programs

Internal Relationships

- Provide staff leadership, inclusive of resource planning, recruitment, empowerment and management of the Artistic Programs team
- Program Producer and Early Career Curator are direct reports to this position
- On a case-by-case basis, recruit and supervise program/project-based officers
- This role will work closely with the Marketing and Development Manager, Operations Manager and Producer, Professional Services

Some out of hours work and interstate travel will be required

KEY ATTRIBUTES

- Deep knowledge of and connections throughout the arts landscape in SA and Australia, and the challenges/opportunities for visual artists, craftspeople and designers
- A strategic thinker - informed by a commitment to excellent service
- Strong interpersonal skills – you are adept at building relationships and you are a great collaborator
- An outcomes focused achiever –based on exceptional time, project and budget management skills
- A driven self-starter – you thrive in a dynamic and fast-paced environment
- Well-developed communication skills with an aptitude for writing and speaking to various audiences
- A team player, you are self-aware, inclusive and trustworthy

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SELECTION CRITERIA

Essential

1. Experience in developing and delivering successful artistic practice/career development programs in a contemporary art, craft and/or design context
2. Demonstrated ability to influence and negotiate with a diversity of stakeholders
3. Experience in securing and managing grant funding
4. Aptitude for facilitating forums and speaking to various audiences
5. Ability to manage complex projects and competing priorities
6. Demonstrated leadership/supervisory experience
7. Relevant tertiary qualifications and/or demonstrable experience in visual arts/arts administration or related area

Highly Desirable

1. Curatorial experience
2. Experience in critical arts writing and other forms of content development in an arts context

APPLICATION PROCESS

Your application should include a CV, covering letter (max 2 pages) addressing the criteria and a minimum of two references.

Applications close Monday 9am, 3 April 2023

Please submit applications to Laura Geraghty Operations Manager
laura.geraghty@guildhouse.org.au

Please direct enquiries to Sarah Feijen Chief Executive Officer on 08 8410 1822 or
sarah.feijen@guildhouse.org.au

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