

## **POSITION TITLE**

**Director, City Gallery Wellington**

## **LOCATION**

**City Gallery Wellington, Civic Square**

## **POSITION STATUS**

**Full-time permanent**

## **POSITION OBJECTIVE**

To lead City Gallery to be an outstanding contemporary art gallery and a major contributor to Wellington's standing as the cultural capital of New Zealand.

## **CONTEXT**

City Gallery Wellington is part of the Wellington Museums Trust which is a Wellington City Council Controlled Organisation.

Our vision is that Wellingtonians and visitors to the city experience *new ways of seeing arts, culture, heritage and Wellington*:

- Our visitors are engaged in thought-provoking experiences that achieve high standards of quality, critical acclaim and public participation and appreciation.
- We build on individual strengths, including city and harbour locations to maximise opportunities to deliver great visitor experiences across the city.
- We make a compelling contribution to Wellington as the cultural capital.
- Our organisation is financially sustainable; we breakeven or better each year and depreciation is fully funded.

The Director will contribute to the achievement of this vision by bringing a dynamic and inspiring leadership to City Gallery that places audience at the forefront of decision-making.

## **KEY RESPONSIBILITIES**

The Director's key responsibilities are:

1. To lead the City Gallery team to deliver outstanding contemporary visual arts experiences that attract large and diverse audiences.
2. To contribute to the achievement of the Trust's vision and to the overall success of the Trust, including as a member of the Executive Team.
3. To lead and develop staff to strive for excellence and to be innovative, forward-thinking, collaborative and committed to achieving City Gallery's core concept and our vision.
4. To enhance the reputation of City Gallery and to develop and maintain excellent stakeholder relationships.
5. To ensure the effective and efficient use of financial resources and to achieve non-Council revenue targets including sponsorship.

## **WORKING RELATIONSHIPS**

Internal: The Director will:

- Be accountable to the Chief Executive.
- Be accountable for all direct reports and institutional staff in general.
- Work collaboratively with senior colleagues within the Trust, including other members of the Executive Team.

External: The Director will:

- Develop and maintain positive relationships with individuals, groups and organisations relevant to the work of City Gallery including:
  - Colleagues in equivalent positions in other cultural institutions across New Zealand and internationally particularly in the art gallery and museum sector;
  - Friends, supporter groups, donors and sponsors, and other stakeholders with an interest in the work of City Gallery and the Trust;
  - the Wellington business and creative community;
  - Iwi Māori, particularly mana whenua, Pacific and other ethnic communities; and
  - the Wellington City Council, relevant government organisations, and community groups.

## DELEGATIONS

The Director has a level B financial delegation.

## KEY RESULT AREAS

Key Tasks and Accountabilities	Performance Measures
<b>3. Leadership – Outstanding visual art experiences</b>	
<ul style="list-style-type: none"> <li>▪ City Gallery operates within its conceptual framework.</li> <li>▪ City Gallery is a major contributor to Wellington’s standing as the culture capital of New Zealand.</li> </ul>	<ul style="list-style-type: none"> <li>▪ City Gallery’s programme delivers quality contemporary art experiences for diverse audiences that are consistent with its conceptual framework.</li> <li>▪ Outputs (exhibitions/public programmes) achieve high standards of quality, public appreciation, participation and critical acclaim.</li> <li>▪ Outputs are delivered on time and within budget.</li> <li>▪ City Gallery achieves its visitation and resident awareness key performance indicators (KPI).</li> <li>▪ City Gallery works collaboratively with other Trust institutions to optimize strengths and city locations.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Internal communication is effective on any matter relating to City Gallery, its concept/core offering, the vision, and other relevant matters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff have access to information and are well informed about City Gallery, the Trust and relevant plans and policies that frame their work.</li> <li>▪ Staff understand and are committed to the concept/vision in the context of their own roles and how it underpins the work they do for City Gallery and the Trust.</li> </ul>
<b>2. The Trust</b>	
<ul style="list-style-type: none"> <li>▪ Contribute to the success of the Trust.</li> </ul>	<p>The Director:</p> <ul style="list-style-type: none"> <li>▪ Has a positive influence on the development and realisation of the Trust’s vision and strategic priorities.</li> <li>▪ Provides timely and relevant information/advice that influences strategic planning and policy development affecting the whole Trust.</li> <li>▪ Is a proactive and constructive participant of the Trust’s Executive Team.</li> <li>▪ Is strategic and adopts a problem solving stance.</li> <li>▪ Ensures that there are no surprises.</li> </ul>

Key Tasks and Accountabilities	Performance Measures
<b>3. Staff Engagement</b>	
<ul style="list-style-type: none"> <li>▪ Staff strive for excellence and to be innovative, forward thinking, collaborative and committed to achieving City Gallery's concept/core offering and the vision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff are well led by effective team leaders/senior managers.</li> <li>▪ Staff have clear understanding of performance expectations.</li> <li>▪ Human resources systems including job descriptions, performance agreements/review processes (the APA process), training and professional development are in place and support a high performing team culture.</li> <li>▪ Succession is appropriately planned and managed.</li> <li>▪ Poor performance is managed.</li> </ul>
<b>4. Reputation Management and Stakeholder Relationships</b>	
<ul style="list-style-type: none"> <li>▪ City Gallery's reputation, partnerships and stakeholder relationships are enhanced.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective stakeholder engagement is achieved on all relevant issues resulting in excellent outcomes for the institution.</li> <li>▪ City Gallery's relationships/partnerships are mutually beneficial, productive and contribute to the achievement of the vision.</li> <li>▪ The institution is recognized as a professional, credible and trusted organisation, and a key contributor to the city's standing as New Zealand's cultural capital.</li> </ul>
<b>5. Resource Management</b>	
<ul style="list-style-type: none"> <li>▪ Use financial and non-financial resources effectively and efficiently.</li>   <li>▪ Achieve non-Council revenue targets (retail venue hire, sponsorship, admissions, other as specified for the institution).</li> </ul>	<ul style="list-style-type: none"> <li>▪ The annual budget is prepared in accordance with the <i>Budget Guidelines</i> of the <i>Financial Policies</i>.</li> <li>▪ City Gallery's year-end financial result is within budget.</li> <li>▪ Risks are identified and managed.</li> <li>▪ Accurate and timely reports are provided.</li> <li>▪ Trust policies and procedures are followed e.g., Human Resources, Financial, and Health and Safety.</li> <li>▪ There are no surprises.</li> <li>▪ Contribute to the development and regular review of the commercial revenue (non-Council) strategy for the City Gallery.</li> <li>▪ The commercial revenue target from all sources is achieved.</li> </ul>

## PERSON PROFILE

### ***Skills, experience and qualities required for this role:***

- Senior leadership experience in an art gallery or museum with the ability to develop and lead a high performing team.
- Proven experience in leading a team in the development and delivery of thought provoking and engaging art exhibitions and other visitor experience products and services.
- A commitment to excellence and the ability to build on City Gallery's reputation as a leading contemporary art gallery.
- Energy, creativity, and resourcefulness.
- Established gallery and museum, artist, and collector networks within New Zealand and desirably internationally.
- Ability to gain and to keep the confidence of stakeholders.
- Strategically focused with a commitment to collaboration.
- Effective written and oral communication skills including public speaking and desirably, with some capability in Te Reo.
- Management competence (financial, staff management, planning, budgeting and reporting).
- Relevant tertiary qualification(s).

***Core Competencies*** – *Effective performance in the following core competencies is set out in the Core Competencies Guide attached.*

- Leadership.
- Coaching for performance.
- Commitment/accountability.
- Applying expertise/professional expertise.
- Customer focus.
- Communicating effectively.
- Working together/teamwork.

## SALARY

Negotiable within the range of \$110,000 – \$128,000.

## CORE COMPETENCIES GUIDE

### Leadership

Effective performance includes:

- Creates an environment where staff feel valued, where cultural uniqueness is acknowledged and appreciated.
- Empowers staff, delegates effectively, gives staff room to make decisions, takes reasonable risks and exercises initiative in their areas of responsibility.
- Is open and honest with staff, approachable and available, actively encouraging feedback, and responding in a timely manner.
- Takes the time to recognize and celebrate accomplishments (encourages, appreciates, recognizes, tells others).
- Regularly communicates and reinforces the Trust's vision and strategic objectives within own team and ensures the team has a clear understanding of its role in achieving those objectives.
- Exercises sound judgment in decision-making, involving others as appropriate, and communicating the outcomes.

### Coaching For Performance

Effective performance includes:

- Acknowledges effort and achievement letting each individual know that their work is important and worthwhile.
- Challenges and fully utilizes all team members, dealing effectively with performance issues as they arise.
- Agrees realistic and measurable performance standards with direct report staff.
- Conducts fair, consistent, timely performance planning and review meetings, encouraging two-way communication that addresses all aspects of performance and development.
- Actively encourages staff to broaden skills and reach their full potential and ensure adequate resources are available to meet these needs.
- Makes time for on-going coaching and constructive feedback.

### Commitment/ Accountability

Effective performance includes:

- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Takes responsibility for accurate budgeting and to operate within approved budget and delegated authority.
- Approaches change positively.
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to the Trust's vision and goals.

### Applying Expertise/ Professional Expertise

Effective performance includes:

- Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and the Trust.
- Shares expertise with colleagues and coaches/mentors new direct report staff.
- Seeks appropriate professional development to enhance knowledge, skills or experience.
- Uses expertise to add value, to improve team or Trust performance and learns from mistakes.

### Customer Focus

Effective performance includes:

- Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs.
- Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up.
- Maintains helpful, courteous working relationships, even when the situation makes this difficult.
- Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Looks for ways of making systems and processes more customer friendly.

### **Communicating Effectively**

Effective performance includes:

- Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Uses language and behaves in a way that recognizes cultural uniqueness.
- Creates open channels of communication, keeping people informed about events and decisions that affect them.
- Listens actively and attentively (e.g. asks appropriate questions to obtain, understand and confirm information, checks understanding of what others are saying, and observes to perceive underlying issues and concerns).
- Establishes and builds rapport with people at all levels both inside and outside the Trust Institutions to achieve benefits for the Trust.

### **Working Together/ Teamwork**

Effective performance includes:

- Develops cooperative and supportive relationships with colleagues.
- Values, respects and consults team members and acknowledges their contribution.
- Builds enthusiasm throughout projects and encourages others to do the same.
- Participates in problem solving, discussions and communication to resolve differences and conflict.
- Maintains productive networks.
- Is accessible and approachable for colleagues.