



# Position Description

## Museum Manager

### Duldig Studio

museum + sculpture garden

**June 2022**

**The Duldig Gallery Inc.**  
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The Duldig Gallery Inc. t/a Duldig Studio is a deductible gift recipient public museum and art gallery.



## **Duldig Studio**

The Duldig Studio is a nationally significant not-for-profit public museum, artists' studio and sculpture garden located in East Malvern, Melbourne. The museum makes publicly available, and interprets, a heritage place and in situ collection of the life and works of the modernist émigré artists Karl Duldig (1902-1986) and Slawa Horowitz-Duldig (c1902-1975).

The Museum's rich collection of sculptures, paintings, drawings, decorative art and many historic documents includes the art and culture of modernist pre-war Europe. Importantly, it also celebrates the contribution refugees and migrants have made, and continue to make, to Australia's artistic, cultural, political and social development.

Karl was a key contributor to the growth and development of post-war art in Australia. Slawa was also an artist in her own right, a teacher and amazingly the inventor of the ubiquitous foldable umbrella. The artists' daughter, Eva de Jong-Duldig, founded the museum in the late 1990s.

Our mission is to inspire creativity, embrace diversity and connect with community by presenting engaging and accessible public and education programs accompanied by online activities and resources. In particular, the Duldig Studio, museum + sculpture garden, explores and offers ways for people to discover the arts as a platform for meaningful experiences through historical and current perspectives.

## **Future Vision**

The Duldig Studio is successfully transitioning from a family collection into a not-for-profit public institution centred around a historic house museum offering a range of activities and programs. The Board is seeking a Museum Manager with museum, organisational and communication skills to lead and develop this nationally significant museum through a phase of operations consolidation and independent sustainability.

## **Position Summary**

This is a Manager role, supporting the Board of Management in realising the Duldig Studio's artistic vision and strategic goals, with primary responsibilities for business operations. The Manager leads financial processes, media and communications, human resources, IT and equipment, and actively grows partnerships with businesses and stakeholders.

The Museum Manager:

- is responsible for overseeing the museum's budget and financial resources, ensuring financial sustainability through commercial operations, grant submissions and fundraising to increase the Duldig Studio's funding base;
- develops and maintains ongoing relationships with internal and external stakeholders: donors, partners, government, community, the Founder, Board of Management, contract staff, interns, volunteers, members, maintaining a collaborative and inspiring working environment;
- markets the institution's public profile and diverse programs, promoting audience development and engagement;
- is responsible for the leadership and management of the house museum, artists' studio and sculpture garden and is expected to work collaboratively with the Board to set and execute the organisation's on-going strategic vision;
- reports to the Board of Management and is required to supervise the Marketing & Programs Assistant, Residential Collection and Facilities Manager, Curatorial & Research Associate, Interns, Volunteer Guides and Volunteers.

The position will be offered as a renewable annual contract and may be assumed on a part-time and flexible basis (0.6 EFT initially) with the desirability that it could grow in future.

### **Key Selection Criteria**

- Integrity, optimism, and proven capacity to work collaboratively with values and behaviours aligned to achievement of organisational goals
- Demonstrated experience in undertaking business management functions including compiling budgets, grant writing, managing financial resources and in generation of funding sufficient to sustain growth initiatives and self-funding programs.
- Current knowledge of national and international philanthropic giving, sponsorship and comparative not-for-profit practices.
- Current experience and knowledge of established museum practice and arts management, including online audience and revenue development.
- Strong interpersonal skills with experience in developing enduring networks and partnerships to profile, market and represent the organisation.
- Excellent written, verbal communication and presentation skills coupled with broad stakeholder management experience to liaise with a wide range of internal and external stakeholders.
- Excellent organisational and time management skills, ability to set priorities and meet deadlines, be self-motivated and work autonomously and as part of a team.
- Experience in managing and appraising the performance of contract staff and volunteers.
- Excellent computer skills, experience in working with a range of IT systems and standard web applications such as Microsoft Office suite, website content management systems and online/cloud-based applications (e.g. WordPress, Mail Chimp, Eventbrite, MYOB, Salesforce, PayPal) along with social media/marketing tools such as Facebook, and Instagram.

### **Desirable skills, knowledge & experience**

- Tertiary qualification in arts, museum studies, education or business, combined with senior management experience in a related cultural, not-for-profit, educational or business environment.
- Demonstrated experience in the care, conservation, movement and storage of cultural collections according to museum best practice.
- Experience in delivering and evaluating diverse and inclusive exhibition projects, education and public programs related to the interpretation of cultural collections.
- Understanding of digital environments and delivery of social media programs for audience and supporter growth
- Current driver's licence and car.

### **Other relevant information**

- Studio Opening Hours are currently 1.00pm to 4.00pm Tuesday and Thursday with regular Open Sundays afternoons (once/twice per month), and with various Public Programs, Community and Fundraising events as planned.
- Education and Group Tours are by appointment.

### **Applications**

- Applications must be forwarded by email to: [recruitment@duldig.org.au](mailto:recruitment@duldig.org.au)
- All applications must include a covering letter, response to the key selection criteria, a curriculum vitae and the names and contact details of two referees.

- For queries regarding the position please contact Antony de Jong, Chair Board of Management at [recruitment@duldig.org.au](mailto:recruitment@duldig.org.au)

## **Key Responsibilities and Duties**

### **Financial Sustainability**

- Work with internal and external stakeholders including Board Members and sub-committees to ensure the financial stability and sustainability of the museum.
- Drive the diversification of the organisation's current funding sources and grow operational income.
- Generate self-sustaining funding for all Duldig Studio activities in accordance with agreed financial targets for the museum including:
  - Writing and managing grant applications
  - Engagement with, and securing prospective sponsor and philanthropic financial supporters
  - Implementing fundraising programs and initiatives that target potential new donors and increase existing support at all levels
  - Grow and develop the studio's audiences and undertake initiatives which enhance the museum's reputation and financial stability.
- Develop and be accountable for agreed operational budgets for the museum.
- Review and refresh the organisation's 3-5 year business plan.

### **Administration and People Management**

- Produce succinct and timely regular reports on all aspects of the organisation's activities.
- Manage revenue and expenditure of all activities to achieve financial targets and work with the Studio Book-keeper to monitor income and expenses against budget.
- Manage staff, contractors, interns and volunteers to help them deliver agreed outcomes applying pragmatic commercial oversight.
- Stay abreast of regulations, policies and standards relating to museums and not-for-profit organisations recommending and implementing appropriate actions including WHS.
- Ensure the museum's facilities and equipment are well maintained and continue to present a safe, secure and effective environment for staff, contractors, volunteers and visitors.

### **Collection Management**

- Work with Exhibitions & Collection Management Sub-committee, Curator, and Research Associate in the development, review and update of collection, conservation and exhibition plans and policies.
- Oversee arrangements for security of museum holdings and collection management including maintenance, pest control, appropriate insurance and valuation of the collection and other museum assets.

### **Marketing and Development**

- Maintain and implement a marketing and communication calendar to raise the Duldig Studio's profile, increase income generation and diversify and grow audiences (on-site, outreach and virtual).
- Build partnerships with local government, businesses, philanthropic organisations, and other stakeholders to increase awareness of the Duldig Studio and enhance existing support networks and museum recognition.
- Initiate and develop solid relationships with donors, sponsors, local government, business sector, creative industry and other supporters, to increase financial and in-kind support of the organisation and its activities.

- Provide oversight for delivery of promotional activities and projects designed to build audience engagement and enhance the reputation of the museum using a variety of platforms.
- Ensure visitor statistics (digital and physical) are captured, monitored and evaluated to direct future activities and improve visitor experience.
- Coordinate and manage events and hospitality, including fundraising events, openings, VIP events, tours and other functions both on and off-site with pragmatic commercial oversight.

### **Exhibitions, Public Programs, Education and Audience Engagement**

- Work with subcommittees to develop and implement exhibitions and public program plans.
- Target diverse audiences to drive increased visitation and engagement onsite, online and through outreach activities.
- Coordinate an annual event schedule aligned to the marketing and communication calendar.
- Identify opportunities to expand the audience demographic with the Audience Program Reference Group, to build community and stakeholder relationships that encourage optimum use of the museum's resources.
- Advise and develop policies for working with diverse audiences including cultural, linguistic, all abilities and gender diversity.

### **Terms and Conditions of Employment**

The position is to be offered on a renewable annual contract basis with a full-time equivalent total remuneration package of up to \$75,000 per annum. The position will be assumed on a part-time and flexible basis. The role requires a flexible approach to work practices including off site and online meetings, after hours, weekend activities, and the capacity to move comfortably across a range of formal and informal social environments. Additional hours will be managed as part of a time off in lieu policy.

The successful candidate will be required to undergo security clearances performed by the Victorian Police Records Check.

The successful candidate will be subject to a six-month probationary period.

### **Location**

The position is located at the Duldig Studio, museum + sculpture garden, 92 Burke Rd East Malvern which will be the principal place of work.

Some travel will be required within Metropolitan Melbourne to local partners and other cultural organisations. Out of pocket travel costs will be reimbursed.

### **Legal Structure**

The Duldig Gallery Inc. (trading as 'Duldig Studio') was established in 2002 as an incorporated association and operates as a public museum and art gallery. It is a tax-exempt charity and recognised as a recipient institution under the Commonwealth Government's Cultural Gifts Program.

### **Organisation Structure**

The Duldig Studio has a Board of Management currently consisting of 7 members who meet bi-monthly. It also operates through a number of active Board sub-committees. A team of part-time employees, contractors and volunteers operate the organisation and currently include the Marketing and Programs Assistant, Residential Collection and Facilities Manager, Curatorial & Research Associate, Volunteer Manager and Board Members as well as Interns, Guides and Volunteers.