

Position Description

Museum Manager

Duldig Studio

museum + sculpture garden

2024

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 Malvern East, Melbourne. The museum presents and interprets a heritage place and its in situ collection of the 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 showcases the art and culture of modernist pre-war Europe. Importantly, it also celebrates the continuing contribution of refugees and migrants 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 an artist, 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, online activities and resources. The Duldig Studio - Museum + Sculpture Garden explores and offers ways for people to discover meaningful art experiences through historical and current perspectives.

Future Vision

The Duldig Studio has transitioned from a family collection into a not-for-profit historic house museum, offering a range of activities and programs. The Board seeks a Museum Manager with museum, organisational and communication skills to lead and develop the organisation through a phase of operations consolidation and sustainability.

Position Summary

This Manager role leads financial processes, operations, human resources, and actively grows partnerships with stakeholders.

The Museum Manager:

- has the prime revenue and fundraising responsibility for the museum, overseeing the museum's budget and financial resources to ensure financial sustainability through commercial operations, grant submissions and fundraising to increase the Duldig Studio's funding base;
- develops and maintains ongoing relationships with all stakeholders including donors, partners, government, community, the Founder, Board of Management, contract staff, interns, volunteers, members, and maintains a collaborative and inspiring working environment;
- leads and manages the operations of the house museum, artists' studio and sculpture garden, and works collaboratively with the Board to develop and execute the organisation's strategic vision;
- reports to the President of the Board of Management and supervises a number of paid staff and project roles (including the Marketing & Programs Assistant, and the Collection & Facilities Manager), and several volunteer roles (including the Curatorial & Research Associate, Volunteer guides, and Interns).

Key Selection Criteria – about you

- Integrity, optimism, and proven capacity to work collaboratively, demonstrating values and behaviours aligned to the achievement of organisational goals.
- Proven experience in undertaking business management functions including compiling budgets, grant writing, managing financial resources and the generation of funding.
- Current knowledge of national and international philanthropic giving, sponsorship and comparative not-for-profit practices.
- Strong interpersonal skills with experience in developing enduring networks and partnerships.
- Excellent and proactive written and verbal communication skills.
- Strong organisational and time management skills, the ability to set priorities and meet deadlines, be self-motivated and to work both autonomously and as part of a team.
- Experience in managing the performance of staff and volunteers and leading a positive workplace culture
- Excellent computer skills including experience in the Microsoft Office suite and online/cloud-based applications (e.g. Microsoft Teams, OneDrive, WordPress, MailChimp, Eventbrite, QuickBooks, Salesforce, PayPal).

Desirable skills, knowledge & experience

- Tertiary qualification in arts, museum studies, education or business, combined with management experience in a related cultural, not-for-profit, educational or business environment.
- Experience in delivering diverse and inclusive exhibition projects, education and public programs related to the interpretation of cultural collections.
- Current driver's licence and car.
- Engaging public-speaking ability.

Key Responsibilities and Duties – about the role

Financial Sustainability

- Work with all stakeholders to maximise operating income and ensure the financial stability and sustainability of the museum.
- Generate self-sustaining operational funding for Duldig Studio activities in accordance with agreed financial targets for the museum, including by:
 - Writing and managing grant applications
 - Securing prospective sponsor and philanthropic financial supporters
 - Implementing fundraising programs and initiatives that target potential new and diverse donors and increase existing support at all levels
 - Expand and promote merchandise and retail opportunities
- In conjunction with the Treasurer and Book-keeper, develop and be accountable for agreed operational budgets and associated processes including grant and fundraising targets and financial performance reporting).
- Review and refresh the organisation's 3-5 year business plan in conjunction with the Board of Management.

Administration and People Management

- Produce succinct and timely reports on relevant organisational activities.
- Manage revenue and expenditure of all activities within delegation 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 deliver agreed outcomes.
- Stay abreast of regulations, policies and standards relating to museums and not-for-profit organisations, recommending and implementing appropriate actions.
- Provide the Board with a monthly report, including a forward priorities component

Exhibitions, Public Programs, Education and Audience Engagement

- Work with Board subcommittees to develop and implement an annual activities calendar, including fundraising events, free open days, exhibitions and public programs.
- Identify opportunities to expand the audience demographic with the Audience Program Reference Group.

Terms and Conditions of Employment

The position is offered as a renewable annual contract on a part-time and flexible basis (0.6 EFT / 3 to 0.8 EFT/4 days per week).

The position offers a full-time equivalent annual remuneration package of \$75,000 - \$85,000 plus statutory superannuation. The role requires a flexible approach to work practices including off site and online meetings, some after hours and weekend activities, and the capacity to move comfortably across a range of formal and informal inhouse and external environments. Additional hours are managed as part of a time off in lieu policy.

The successful candidate will be required to undergo a Victorian Police Records and Working with Children Check and 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.

Other relevant information

- Duldig Studio Opening Hours are currently 1.00pm to 4.00pm Tuesday and Thursday, Open Sunday afternoons (twice per month), and Public Programs, Community and Fundraising events as planned.
- Education and Group Tours are booked by appointment outside of regular open hours.

Applications

- Applications must be forwarded by email to: recruitment@duldig.org.au
- Include a covering letter, response to the key selection criteria, a curriculum vitae and two referees.
- For position queries contact Janine Kibblewhite, President Board of Management at recruitment@duldig.org.au
- Applications are due by Friday 26 July 2024.