

Museum of Art Director POSITION DESCRIPTION



Position Number:	1819
Department:	Communities and Lifestyle
Section:	Communities and Culture
Unit:	Major Venues
Sub-Unit:	Rockhampton Museum of Art
Position Status:	Full Time
Classification:	Limited Term Contract
Reports To:	Manager Communities and Culture
Revised:	March 2026

General Position Statement

The position supports Council's direction by achieving quality service outcomes through the management of operations of the Rockhampton Museum of Art to position it as Central Queensland's premiere visual arts institution. The role provides leadership in the planning and delivery of engagement, learning, development, visitors services, curatorial, exhibitions and collections activities at the Rockhampton Museum of Art.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Manage the Rockhampton Museum of Art unit ensuring the delivery of safe, customer focused, industry best practice services.
- Develop operational and capital budgets for the unit, monitoring performance to ensure compliance with adopted budgets and plans.
- Identify and develop new creative business opportunities to increase income generation and/or reduce operational costs.
- Manage the unit's human and physical resources in an efficient and cost effective manner, providing direction and guidance to build a high performing team that is outcome orientated.
- Develop and seek Council approval of appropriate policies and procedures as they relate to the Rockhampton Museum of Art.
- Develop and implement a program of exhibitions and other associated public and educational programs maintaining Rockhampton Regional Council's role as the region's premier visual arts institution and maximising the active engagement in the visual arts.
- Source funding and sponsorship for the unit, including preparing application grants for financial assistance from Federal and State Government agencies subject to the approval of Council and/or Council officers as appropriate.

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- Oversee the development and implementation of communication, marketing and audience development strategies to promote the exhibitions, programs, collections and other activities of the Rockhampton Museum of Art.
- Provide advice and support as a member of the Rockhampton Museum of Art Philanthropy Board, partnering to design and execute targeted major gift, bequest, and philanthropic campaigns that drive donor acquisition and secure long-term capital and operational contributions.
- Develop and maintain links with other cultural and commercial venues, organisations and service bodies, as well as with local and regional, business and community organisations.
- Undertake consultation with key stakeholders, interest groups and the wider community to ensure that the programs and activities delivered by the unit are responsive to community needs and expectations.
- Provide advice to the Manager Communities and Culture in relation to the unit's strategic objectives.
- Contribute to a supportive and collaborative Communities and Culture section leadership group assisting with service delivery as is appropriate and required.
- Manage the unit's volunteers, maintaining a positive and productive relationship.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Extensive experience and management in public gallery administration.
- Extensive knowledge of national and international contemporary art practice, with a proven ability to develop a leading visual arts collecting cultural institution.
- High level financial and budget management skills including the development, management and monitoring of business and financial plans for exhibitions, programs, events and retail in a gallery or museum environment.
- Demonstrated conflict resolution and negotiation skills.
- Highly developed oral and written communication skills with a demonstrated ability to advise, liaise, negotiate and work collaboratively with a variety of stakeholders.
- Ability to manage a diverse and multi-skilled workforce using well-developed planning and human resource management skills.
- Ability to motivate and supervise staff as an effective team leader and team member.
- Demonstrated experience in planning workload, achieving goals and meeting deadlines.
- Demonstrated experience of working directly with artists, collections, cultural institution, funders and donors.
- Demonstrated judgement and problem solving skills utilising research, analysis and evaluation of information.
- Demonstrated ability to manage stakeholders, work with volunteers, engage in collaborative activities and undertake community consultation processes.
- Demonstrated knowledge and commitment to work health and safety as it applies to high risk event activities and public space risk management.
- Demonstrated knowledge of legislation relevant to the responsibilities of the position

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- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, Define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Tertiary qualifications in art history, visual arts, fine arts, arts administration and extensive relevant work experience in a similar environment.
- Ability to hold and maintain the status of Approved Manager of a Licensed Venue under the *Liquor Act 1992*.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- *Council's Leadership Capability Framework* – meets standards of performance and behaviours in line with our *Leadership Capability Framework and leadership level Transitioning to Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.*

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Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level

Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.