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ABN 47 131 297 731

POSITION DESCRIPTION

Date: March 2025

POSITION: Senior Business Manager
REPORTS to: Director
CONTRACT: Full Time, 2 year fixed term contract with possibility to extend (6 month probationary period)
HOURS OF WORK: 38 hours/week
RENUMERATION: Range of \$100,000 – \$130,000 (depending on level of experience) + 12% superannuation

ABOUT THE ORGANISATION:

The New England Regional Art Museum (NERAM) is a premier cultural destination in regional New South Wales, recognised for holding one of Australia's most significant art collections outside the capital cities. As a living museum of national importance NERAM plays a vital role in the social, cultural, and economic life of Armidale and the New England region. In its over four decades of history, NERAM has consistently nurtured the region's creative ecology, supporting both grassroots community and nationally competitive arts programming.

NERAM features six galleries, education and workshop spaces, an artist residence, the Museum of Printing, an artisan retail space, a café, and picturesque grounds on the Black Gully Creek. As custodian of the Howard Hinton, Chandler Coventry, and NERAM collections, it houses over 5,000 artworks by celebrated Australian artists, including Margaret Olley, Arthur Streeton, Tom Roberts, Margaret Preston, Brett Whiteley, and Emily Kame Kngwarreye (to name a few). The diversity, quality, and scale of these collections make NERAM an exceptional gallery in regional NSW. NERAM presents a dynamic annual program of exhibitions and events that enriches the lives of both residents and visitors.

NERAM's Vision: *To be a vibrant cultural meeting place and iconic destination for the New England region, where local and national arts converge to inspire community connection, creativity, and lifelong learning.*

NERAM's Mission: *To enrich the cultural life of our community and visitors through outstanding and diverse art programs; to celebrate and share NERAM's collections alongside contemporary and national art; and to foster a vibrant, inclusive arts community.*

POSITION SUMMARY

This is an exciting opportunity to contribute to the success and sustainability of one of Australia's leading regional art museums. We have bold plans for the future and you can help us shape them. If you are a strategic thinker with strong business acumen and a passion for the arts, we encourage you to apply!

This new position at NERAM will play a pivotal role in working alongside the Museum Director to manage the day-to-day operational activities of the organisation while supporting and enabling our strategic vision for the next decade. The Business Manager will have a clear focus on maximising NERAM's commercial operations and ensuring the Museum's long-term financial sustainability.

The role will lead the development and management of NERAM's business systems, operational governance, and commercial frameworks. This includes overseeing financial reporting, budgeting, revenue generation, and compliance, as well as supporting grant development, funding acquittals, and human resources functions. The Business Manager will also play a key role in identifying new income-generating opportunities and optimising the performance of existing commercial activities, such as venue hire, retail operations, sponsorships, and events.

As part of NERAM's leadership team, the Business Manager will ensure that the organisation operates efficiently, transparently, and in alignment with best-practice governance. They will implement policies and systems that streamline operations, strengthen financial management, and enable staff to deliver innovative cultural programs.

The Business Manager will liaise with external stakeholders—including funding bodies, government agencies, donors, and community partners—to enhance NERAM's commercial, financial, and operational foundation. This position requires a strategic thinker who combines strong business acumen with a collaborative, solution-focused approach.

The successful candidate will be an experienced, motivated professional with excellent communication and leadership skills, capable of turning plans into action and inspiring confidence across a diverse team.

Five positions report directly to the Business Manager: Finance and Admin Officer, Front of House Officer, Communications Officer and two Front of House Coordinators.

RESPONSIBILITIES:

Income generation and fundraising

Work with the NERAM Director to plan and manage the delivery of:

- income generation through retail operations, functions and venue hire; tenancies; memberships, classes and workshops to maximise sources of revenue and NERAM's financial security;
- corporate sponsorships and community partnerships that create opportunities to work with business, industries and the community in new ways;
- Identify and apply for grant funding opportunities to support NERAM's programs and operations.
- Oversee grant acquittals and reporting to funding bodies.
- Support effective targeted fundraising programs and initiatives that target existing and potential new donors and supporters at all levels and keep them involved with NERAM in a positive way;

Financial Management

- Oversee the financial health of NERAM, including budgeting, forecasting, and financial planning;
- Review and verify financial reports prepared by the Finance Officer, ensuring accuracy and compliance before presentation to the Museum Director, Finance Committee, and funding bodies as required;
- Attend Board, Finance and other Committee meetings as required;
- Manage accounts payable and receivable, payroll, and financial compliance;
- Support the Museum Director in strategic financial planning and sustainability.

Operational and Project Management

- Manage relevant operational systems, processes, and infrastructure to enhance efficiency and effectiveness;
- Support the co-ordination of exhibitions, programs, and events through effective cross-team planning and resource allocation;
- Assist in risk management and facility operations as required.

Risk, Compliance and Audit

- Ensure NERAM adheres to all regulatory and statutory requirements, including financial, employment, and operational compliance;
- Manage renewal of insurance relating to general and organisation-specific insurance policies;
- Manage the review, development and implementation of organisational policies and procedures;
- Support governance functions, including preparation for Board meetings and reporting;

- In conjunction with company solicitors, review legal contracts, agreements and undertakings to ensure they are commercially acceptable and do not unnecessarily expose the Company to risk.

Human Resources

- Manage the operational HR procedures that includes payroll, work health and safety, insurances;
- Support the recruitment, onboarding, and development of staff and volunteers;
- Ensure organisational compliance with employment laws;
- Conduct annual reviews for individual reports, providing feedback, direction and learning and development opportunities as appropriate;
- Assist in maintaining a positive workplace culture and ensuring HR compliance.

SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualifications or equivalent work experience in either arts/business management/business development;
- Proven business management experience;
- Strong business acumen, with the ability to make data-driven decisions;
- Strong track record in people management, and in fostering open and effective communications in support of a positive and productive team culture;
- Highly developed ability to effectively and professionally engage with a diverse set of stakeholders and partners;
- Excellent computer literacy – including knowledge of Microsoft based applications, Customer Relationship Management databases and financial tools.

Desirable Criteria

- Knowledge of the arts sector;
- Familiarity with funding bodies, government grants, and philanthropy.

Personal Attributes

- Strong time-management and organisational skills with the ability to prioritise, multi-task and work under pressure;
- Highly developed strategic and analytical capacity, with the ability to develop practical and forward-thinking operational plans and solutions;
- Attention to detail and commitment to confidentiality;
- Strong ability to engage and manage a range of stakeholders;
- Be enthusiastic, proactive, decisive, flexible and self-motivated;
- Ability to learn and effectively use various software and systems as required;
- Full Australian working rights.

We encourage you to apply if you meet some, if not all the selection criteria.

HOW TO APPLY

Interested candidates should submit a cover letter addressing the selection criteria, a CV, and contact details for two referees (referees will only be contacted if you are the preferred candidate).

Applications should be emailed to Rachael Parsons director@neram.com.au

Applications due: Monday 8th December