NEW ENGLAND REGIONAL ART MUSEUM
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ABN 47 131 297 731

POSITION DESCRIPTION
POSITION: Art Museum Director
REPORTS to: Board of Directors through the Chairperson

DATE: November 2026

JOB PURPOSE: The Art Museum Director's role is to work with the Board to provide effective governance arrangements to the organisation; leadership of the artistic program; initiate and oversee fundraising and revenue generation activities; promote community engagement through educational, marketing, and audience development activities, and to manage ongoing efficient operations in a sustainable manner.

ABOUT THE ORGANISATION:

Our Vision
To be a cultural meeting place for the New England region and an iconic destination museum. To be home to a dynamic intersection of local and national arts culture, and to play a vital role in strengthening community through artistic expression, programming, and education.

Our Mission
To enrich the cultural life of our community and visitors with outstanding, diverse artistic programs showcasing NERAM's collections; provide access to national and contemporary art; and enable a thriving arts community.

The New England Regional Art Museum (NERAM) is an independent not-for-profit Company Limited by Guarantee that manages one of the leading regional art galleries in New South Wales, with six gallery spaces, a café, artist residence, art class studio, shop and the Museum of Printing.

NERAM holds several significant collections, totalling over 5000 artworks, including the Howard Hinton Collection, the Chandler Coventry Collection, the Armidale City Collection and the NERAM Collection which cover a broad range of Australian art history across the visual arts. NERAM hosts exhibitions curated from its own collections, visiting art exhibitions from around Australia and by local artists, as well as a program of educational programs and activities for all ages.

NERAM receives annual funding support from the Armidale Regional Council, the New South Wales Government through Create NSW. NERAM also raises funds and project support from other funding bodies and supporters including the NERAM Foundation and the Packsaddle group. NERAM generates additional income through entrepreneurial and philanthropic activities including shop and merchandise sales, memberships of the Friends of NERAM Inc., art class registrations, selling exhibitions, business sponsorships and private donations.

POSITION RESPONSIBILITIES:

1. Governance and leadership

Work with the Board of Directors to:

- develop and implement strategic plans, operational plans, budgets and associated reporting, timelines and milestones in close cooperation with the Business Manager;
- implement policy development and implementation as required;
- ensure that NERAM is a safe, secure and effective working environment for all staff, volunteers and visitors;
- provide organisational and community leadership in the arts and cultural sector;
- manage board processes including meetings, reports, minutes and feedback.

2. Artistic programs and collection management:

Oversee the planning, curation, resourcing and implementation of:

- audience focussed and engaging artistic exhibitions drawing upon internal and external sources;
- artistic, educational and other cultural activities that create opportunities for the community to engage with NERAM's collections, programs and facilities;
- creative opportunities to research and encourage dialogue around NERAM's artistic collections and regional cultural expression;
- oversight of the collection management plans and processes, conservation planning, and collections development.

3. Income generation and fundraising:

In association with NERAM's Business Manager, 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;
- 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;
- corporate sponsorships and community partnerships that create opportunities to work with business, industries and the community in new ways;
- projects and programs that are effective in securing support from a variety of funding sources including philanthropic, community and government grant bodies.

4. Relationships and brand:

Manage and grow relationships with:

- existing funding partners and sponsors including Armidale Regional Council, Create NSW, University of New England and potential new supporters; stakeholder groups including

Packsaddle, Friends of NERAM Inc, NERAM Foundation, and our many volunteers to grow their capacity and support of the art museum;
- artists, cultural and community organisations at the local, state, national and international level;
- promote awareness of and engagement with NERAM programs, activities and collections through affective communications, marketing and audience development activities, strategies and media coverage;
- build awareness of NERAM's nationally significant collections, history and role as a leading regional cultural facility and organisation.

5. People, financial and facilities management:

Work closely with the Business Manager in implementing effective processes to:
- deliver administrative and financial management, authorise operating expenditures, administer the approved annual budget and prepare regular financial reports for the Board and its Finance Committee;
- support the sustainable management of NERAM's staff and volunteers including professional development, recruitment and retention processes, code of conduct and workplace health and safety;
- ensure NERAM's buildings, equipment, facilities and grounds are well maintained, presented and fit for purpose and that planning for future upkeep, replacement and upgrades is sustainable and effective.

6. Other:

The Gallery Director will also:
- represent the organisation to the media, arts industry and wider -community;
- ensure that NERAM activities comply with relevant industry and internal codes of conduct;
- comply with Delegation of Authority as approved by the Board;
- undertake other duties as required.

Personal attributes:

NERAM is looking for a leader to join a small creative team of people and who is:
- self-motivated, enthusiastic, and can demonstrate a positive work ethic;
- experienced problem solver who pays attention to detail;
- able to engage with a broad spectrum of the public;
- professional in both conduct, presentation and behaviour;
- able to apply principles of EEO and WHS in the workplace.
- encourage vision and imagination.

Key Selection Criteria:

KSC 1:
Tertiary level qualifications in the visual arts, art history or museum studies and/or equivalent industry experience in contemporary art museum practice; strong curatorial skills demonstrated in the development and delivery of arts, exhibitions and cultural programs;

KSC 2:
Demonstrated understanding of the care of and collection management requirements of significant art or cultural collections

KSC 3:
Demonstrated knowledge of effective fundraising processes, grant writing for government and philanthropic funding and corporate sponsorship processes including applications, reporting and acquittals;

KSC 4:
Demonstrated ability to develop productive relationships with multiple stakeholders including funding bodies, community groups, artists and membership groups to create and deliver joint programs and activities;

KSC 5:
Demonstrated ability to effectively manage financial operations of a small business or similar organisation including setting budgets and targets, operational and business plans, delegations and approvals processes;

KSC 6:
Demonstrated excellent written and spoken communications skills;

KSC 7:
Demonstrated capacity to deliver human resource management and the development of a dynamic creative team.

KSC 8:
A current NSW Class C Drivers Licence or equivalent.

Desirable:
Knowledge of best practice in volunteer management, recruitment and retention.
As in any cultural organisation, a sense of humour would be helpful.