

VITALSTATISTIX

Waterside Workers Hall
Karna Country
11 Nile St, Port Adelaide SA 5015
vitalstatistix.com.au

POSITION DESCRIPTION: Artistic Director / Co-CEO

Hours: Full time
Reports To: Board of Directors
Direct Reports: nil

Purpose Statement

The Artistic Director / Co-CEO creates the artistic direction based on the strategic plan and vision developed with, and by, the Board of Directors for Vitalstatistix, as a leading agency for contemporary performance, and the development of independent artists, in Australia, situated in the community of Yartapuulti (Port Adelaide). The Artistic Director / Co-CEO is appointed by, and reports directly to, the Vitalstatistix Board of Directors.

The Artistic Director / Co-CEO is responsible for initiating and producing an annual artistic program of activities such as performances, workshops, artist development and forums that reflect the purpose of Vitalstatistix, as articulated in the strategic plan. Each annual program is presented by the Artistic Director / Co-CEO to the Board in the prior year for approval and the Artistic Director / Co-CEO has responsibility for reporting on progress artistically at each Board meeting and as required to key funders of Vitalstatistix.

Working closely with the Board, the Artistic Director / Co-CEO provides leadership in growing the company's reputation through the engagement and participation of leading artists, the development and leveraging of strategic partnership, and the management of key stakeholder relationships including media, government, and private funders.

KEY DUTIES & RESPONSIBILITIES

Artistic Program

- Work closely with artists on projects, develop new work and creative relationships that work towards staging productions that enhance Vitalstatistix's reputation and leading position in the arts community.
- Produce an annual program of artistic activity, to be approved by the Board of Directors, including:
 - A selection of work for commission and creative development
 - Sourcing partners for artistic collaborations and co-productions
 - Providing opportunities for independent and emerging artists and practitioners

- Providing creative input and support for marketing programs for Vitalstatistix and its productions, programs, and events.
- Develop programs that resonate with past, present, and potential audiences that contribute to financial outcomes.
- Pursue existing and establish new networks and exchange programs for touring Vitalstatistix productions
- Liaise with and provide advice to artists at a local, regional, and national level.
- Participate in arts sector events and forums as a thought-leader and be the key artistic representative of Vitalstatistix at all times.

Management

- Work collaboratively with the Executive Director/Co-CEO to ensure that a cooperative, collaborative, and flexible approach is taken in all aspects of day-to-day operations.
- Employ artistic staff and ensure they are well supported within their roles and are clear about their responsibilities and accountabilities, including conducting annual performance reviews and managing WHS requirements.

Finance

- Implement the artistic vision within a budget produced for, and approved by, the Board.
- Contribute to the development and management of the annual operating budget, including specific project/program budgets for Board approval.
- Assist the Executive Director/Co-CEO to raise funds from business and private donors to improve the revenue streams for the company and build its operational capacity.

Reporting

- Report to the Board regularly on decisions regarding the artistic functioning of the Vitalstatistix and provide progress reports on projects, planning and programming.
- Contribute to the production of an annual impact report on the activities of Vitalstatistix.
- Contribute to the development of reporting tools to accompany grant acquittals and other proposals and reports required for funding purposes.

Reputation

- Provide leadership on, and monitor developments in, policy, practice, and trends in the arts in Australia and internationally.
- Undertake speaking engagements at arts industry and public events and launches and promote Vitalstatistix in a creative and professional manner
- Represent Vitalstatistix wherever possible, generating positive media coverage.
- Ensure that the community, particularly in Port Adelaide, is informed and consulted as appropriate, through marketing and promotion of the location of Vitalstatistix and the company's activities and performances.

COMPETENCIES AND EXPERIENCE

Essential

- Professional experience as a performing arts producer and/or Artistic Director of a contemporary performing arts organisation or festival.
- Demonstrated capability to formulate, articulate and implement a curatorial vision and translate it into reality through leadership, authority, judgement, and flexibility.
- Extensive knowledge of and networks within the Australian experimental arts sector.
- Strong communication and relationship management skills with experience working collaboratively with boards, artists, funding bodies and external partners.
- Excellent writing skills and the ability to prepare correspondence, marketing materials, grant submissions and acquittals, and board reports.
- Ability to conduct negotiations to achieve positive solutions.
- Proven ability to manage and resolve conflicts in a business environment.
- Proven success at making public presentations and public speaking.
- Demonstrated ability to lead, mentor and collaborate with a small team, building working relationships based on trust and integrity.
- Proven ability to adapt and be flexible in a dynamic and constantly changing environment.
- Ability to plan, produce, manage, and deliver complex projects with multiple stakeholders.
- Track record in securing and acquitting government grants.

Desirable

- Tertiary qualifications in an arts discipline
- Experience in co-leading an organisation with an Executive Director or similar
- Experience in arts and cultural advocacy
- Experience in private giving and philanthropy
- Experience in planning and executing audience development strategies