

## Museum of Brisbane

### POSITION DESCRIPTION

**Position Title**                      **Head of Programming**

*Reports to*                              *Director*

*Direct Reports*                      *4 FTE*

*Hours*                                      *Full time*

### About Museum of Brisbane

This is a unique opportunity to join one of Australia's largest city Museums. Museum of Brisbane (MoB) is central to conversations about the evolving life of Brisbane, its histories and contemporary cultures.

MoB presents an award-winning program of exhibitions, events, tours and talks to encourage life-long learning. The Museum collaborates with our city's talented artists, designers, writers, historians and storytellers to create a program that reflects our contemporary culture and deepen our understanding of place. We value collaboration, encourage access, share knowledge, and represent distinct voices and perspectives.

We acknowledge the First Nations peoples of Brisbane, the Yaggera, Turrabul, Yuggarrapul, Jinabara, Quandamooka and neighbouring nations. We are privileged to work closely with Elders, artists, writers and storytellers to celebrate and share the knowledge, art and histories of our First Nations communities.

Museum of Brisbane is home to the Museum of Brisbane Collection, which incorporates the extraordinary Easton Pearson Archive, and the historical City of Brisbane Collection.

MoB is a subsidiary company of Brisbane City Council and a not-for-profit organisation that thrives on the support of visitors and our community.

Museum of Brisbane is an equal opportunity employer committed to diversity in the workplace. Aboriginal and Torres Strait Islander Peoples, LGBTQIA+, culturally linguistically diverse applicants and people with disability are encouraged to apply.

### Purpose of Position

The Head of Programming is responsible for the development and implementation of an annual program with broad audience appeal, taking projects from concept to completion.

This role will lead a multi-disciplinary team to plan and execute innovative programs that align with the museum's mission and encourage and support the engagement of visitors.

Reporting to the Director, the Head of Programming will oversee the development and management of temporary and semi-permanent exhibitions onsite, online and offsite, and of publications and other public programs that engage the Museum's diverse audiences creatively and effectively.

As a conduit for translating the Museum's overall vision into dynamic programs, the Head of Programming will have primary day-to-day responsibility for delivery and production, ensuring the effective integration of the programming team across the organisation.

The Head of Programming will possess highly developed leadership, communication and negotiation skills combined with initiative and sound judgement.

### **Key responsibilities**

**Strategic Approach:** contribute to the strategic direction of the Museum's program to inform future planning and investment.

**Project Management:** lead change, set priorities, manage staff and resources to optimise outcomes and complete projects within required timeframes and budgets.

**Stakeholder Engagement:** develop and manage partnerships with cultural organisations, designers, artists, curators, writers, consultants and suppliers.

- Work collaboratively with the Director and other Heads (Curatorial, Experience and Marketing, and Business Services) to lead out exhibition design and builds, registration, production of publications and project management of engagement programs.
- Lead the effective integration of the programming team across the organisation.
- Pursue and develop successful professional relationships with internal and external peers and stakeholders.
- Lead by example, participate and support organisational change initiatives, with a strong focus on teamwork and collaboration.
- Contribute to the museum sector and arts community by seeking out opportunities to become involved, foster relationships and create partnership opportunities when appropriate.
- Monitor and review processes, providing performance feedback and staff learning and development opportunities.
- Actively support best work and inclusive practices, including taking all safety measures when performing duties. This includes ensuring the safety of yourself and others, and complying with Museum of Brisbane's WHS policies, procedures and Government legislation.
- Other duties from time to time as required.

The position requires a flexible approach to work practices including off site meetings, after hours and occasional weekend activities.

### **Selection Criteria**

#### *Essential*

- Strong leadership skills and a proven track record as a competent manager with sophisticated skills in problem-solving and organizational strategy in exhibition and programming management in an art gallery or museum.
- Experience in leading a team to develop and deliver a creative and dynamic program that draws on diverse interactive and participatory opportunities.
- Experience with complex and challenging contract negotiation, specifically with artists and creative businesses.
- Ability to thrive in a fast-paced environment, and in an atmosphere of continual growth and rapid change including an interest in innovation and outside-the-box thinking.
- Exemplary written, verbal and listening communication skills and a demonstrable ability to communicate clearly and professionally.
- Demonstrated ability to cultivate and maintain positive relationships with stakeholders, museum and arts industry peers and experience with diverse communities.
- Active interest in social history, the arts and audience engagement.

*Desirable*

- Tertiary qualification or equivalent experience in museum or gallery management
- A current driver's license
- Interest in creative use of digital interpretational tools in Museums