

# POSITION DESCRIPTION

ccp.

centre for  
contemporary  
photography

## GENERAL MANAGER Centre for Contemporary Photography

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<b>Title:</b>	General Manager, Centre for Contemporary Photography
<b>Hours:</b>	38 hours per week
<b>Annual Salary:</b>	\$73,309 (plus 9.5% super)
<b>Reports to:</b>	Director, Centre for Contemporary Photography
<b>Status:</b>	Permanent, Full-time

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### About CCP

The Centre for Contemporary Photography (CCP) is the leading contemporary arts space in Australia dedicated to photography, video and related fields. CCP is a not-for-profit membership-based arts organisation established by the photographic community in 1986.

CCP is renowned for:

- Creative thinking through photography
- An exciting, challenging and diverse exhibition programme
- Respecting and celebrating the voice of the artist
- Taking audiences beyond their expectations
- Encouraging community participation
- Empowering staff to be creative and effective

CCP has a thirty-two year history and an exciting future. Photography is the key medium of our age.

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### Role Description

The General Manager is a key leadership and management position, responsible for working with the Director, CCP to drive the strategic direction of the organisation, and in doing so ensure its sound governance and financial sustainability.

The General Manager is accountable for, and must ensure, appropriate day-to-day operations and overall management of CCP, particularly with respect to human resourcing needs; financial growth, sustainability, and obligations; and governance matters.

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### Reporting Relationships

The General Manager reports directly to the CCP Director. The General Manager performs a supervisory function, with the Bookkeeper and Gallery Manager indirectly reporting to this position, and through to the CCP Director under general direction.

**External Relationships:** The General Manager actively maintains and grows relationships with artists, arts organisations, program partners, funding bodies and suppliers, contractors, members and patrons, and other key stakeholders. The General Manager will be expected to liaise directly with CCP Board members, assisting the Director, CCP to provide effective and timely reports, information and advice.

## Specific Functions/Responsibilities

### Leadership and Strategic Vision

The General Manager is a key leadership and management position for the organisation. The General Manager will work closely with the CCP Director and peers to:

- Provide thought leadership and stewardship as a leader within the broader arts sector.
- Advocate for the importance of contemporary photographic and lens based practice.
- Maintain and enhance CCP as a leading, professional contemporary art space, with facilities and programs of excellence and high standing within the local, national and international community.

### Financial Sustainability and Accountability

The General Manager will play a pivotal role in ensuring CCP's ongoing financial sustainability and accountability, particularly through:

- Developing the annual budget and project budgets in consultation with the Director.
- Managing the annual audit in close collaboration with the bookkeeper and, pro bono accountants where relevant.
- Contributing significantly to satisfactory Board reporting (including cash flow, profit and loss, and balance sheet documents).
- Identifying and contributing to the development of new and improved revenue streams.
- Working closely with the Director, CCP to oversee government funding and reporting.
- Oversee the bookkeeper to ensure ongoing appropriate financial management for CCP.
- Collaborating with the Director to develop a strategic approach to fundraising and commercial opportunities, including the preparation of proposal documents, contracts and managing associated external relations.
- Improving CCP's ability to attract and fulfil commercial commission income, such as curating corporate collections, etc.
- Identifying relevant sponsorship opportunities, including the preparation of sponsorship documents and management of contracts.
- Developing and further building relationships within the existing patrons program.

The General Manager, in collaboration with the Director, CCP and the Finance Committee, will be responsible for stewardship of the development and provision of recommendations for approval by the Board, and executing an overall financial strategy for CCP. This will involve continuously ensuring:

- There is effective management and administration of programming, education, fundraising, planning and delivery, including evaluation and the maintenance of financial sustainability.
- All fiscal regulatory requirements are accounted for and reported accordingly.
- Budgets and financial plans are appropriately developed, communicated, monitored, and achieved.
- The timely acquittal of all external funding.
- Sustainability of existing fundraising sources, and growing new sources to ensure CCP's enduring financial security.

### People and Capabilities

The General Manager will:

- Contribute to and build a positive working environment and culture.
- Manage the performance review process.
- Promote positive communication, cohesion and workflow.
- Manage all employment contracts and HR policies.

### Governance, Risk and Compliance

The General Manager will contribute to the ongoing delivery of an effective working relationship with the CCP Board by:

- Providing clear communication and reports to the Board, including the Annual Report and financial reports.
- Adhering to sound management and governance principles.
- Ensuring compliance and alignment with the Board's reporting obligations, with legislation, statutory requirements and Government policies impacting CCP.
- Assisting the Director, CCP to establish and maintain effective internal systems, policies and procedures.
- Ensuring an appropriate risk and compliance management framework is in place to identify and manage risks and to enable and appropriately activate control and strategic risk mitigation plans.
- Ensuring all reporting and acquittals for funding and contractual obligations and compliance are met according to agreed payment schedules and timelines.

## **Marketing, Communications, Stakeholder Engagement and Relationships Management**

The General Manager will assist the Director, CCP, to:

- Manage relations with government agencies and key stakeholders.
  - Develop and communicate the CCP brand and key messages with all stakeholders as required.
  - Identify and build new relationships as identified in CCP's Strategic Plan.
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## **Key Competencies**

The General Manager is expected to have the following competencies:

- A proven track record in professional arts management including successful fund raising, financial management and advocacy through government, philanthropic and corporate settings.
- Outstanding capabilities in leading a range of organisational functions while maintaining a values based culture at all times.
- Strong financial and commercial acumen, with demonstrable success and significant experience working in dynamic organisations.
- An understanding of governance, risk and compliance management, and the ability to work effectively with a Board.
- Strong communication and interpersonal skills, with a personable and approachable manner
- Demonstrable experience in successfully leading small teams in a fast-paced and resource constrained environment.
- Experience with Xero accounting software in an Apple environment.
- Demonstrated passion for contemporary photographic art and supporting artistic practice.
- Understanding of the small to medium arts and/or not-for-profit sectors.
- Strong administrative and project management skills.
- Understanding of social media marketing channels and strategies.