

Position Description

Co-CEO

Nexus Multicultural Arts Centre Inc

Salary: \$95,000 per annum pro rata at 0.8FTE, plus compulsory superannuation contributions

Hours: 0.8FTE (30.4 hours per week)

Commencement Date: from March 2025

End Date: 31 December 2025 with view to extension

Reports to: Board

ORGANISATIONAL CONTEXT

Nexus Arts is a leader in culturally diverse and intercultural artistic practice. We are the only contemporary arts organisation in South Australia with this focus. Nexus presents contemporary art which explores, promotes and celebrates cultural diversity. We foster excellence by supporting culturally and linguistically diverse and First Nations artists with development programs and presentation opportunities, engaging broad audiences to experience diverse artistic practice.

Our Vision

Australian contemporary arts truly represent our intercultural society, promoting social cohesion through diversity and excellence of practice.

Our Mission

Nexus Arts fosters contemporary intercultural creative practices, engaging and developing both artists and audiences.

PURPOSE OF POSITION

The two Co-CEOs together lead Nexus Arts and are responsible for developing and implementing the artistic and strategic direction of the organisation, working with the Board and Artistic Council (implementation 2025).

Priorities include:

- Embedding Nexus Arts within the local and national contemporary intercultural arts sector through inclusive and ambitious artistic programming
- Supporting local and national artists from culturally diverse and First Nations backgrounds through performance, exhibition, and professional development opportunities
- Expanding and engaging local communities and diverse audiences through the presentation of Nexus Arts programs
- Contributing to local and national advocacy of intercultural arts practice through Nexus Arts programs and partnerships

The Co-CEOs work in collaboration with key staff to foster and maintain key stakeholder relationships including the Board of Management, funding agencies, industry partners, community partners and stakeholders, sponsors, philanthropic foundations and trusts, and private donors. The Co-CEOs reports to the Board.

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY AND ACCOUNTABILITY

- Together, the Co-CEOs will negotiate individual responsibilities across the shared PD below, ensuring clarity of individual responsibility.
- The Co-CEOs have authority as confirmed by the Board.
- The Co-CEOs are accountable to the Board for all aspects of their work.

RESPONSIBILITIES

Leadership and Advocacy

- Oversee the employment and management of core, artistic and support staff, to deliver Nexus' organisational goals
- Establish and maintain productive working relationships which enable collaboration across the organisation
- In collaboration with key staff:
 - Lead the strategic and annual business and budget planning process
 - Contribute to continuously improving operational management, systems and processes
 - Establish effective working relationships with all internal stakeholders
 - Demonstrate effective leadership and management of the Nexus Arts Staff team
 - Ensure a safe and positive working environment for all Staff, Volunteers and Contractors, adhering to Nexus Arts WH&S policies and procedures
 - Advocate for the organisation publicly, and proactively contribute to sector advocacy in Australia by building and maintaining relationships and partnerships within the industry
 - Be a positive advocate in all communication and representation
 - Attend performances, exhibition openings and other events as required (including out of ordinary work hours, with TOIL offered in these circumstances)

Strategy, Development and Governance

- In collaboration with the Board, facilitate all strategic planning processes, developing and revising the organisation's strategic plan as set by the Board
- Implement the strategic plan set by the Board
- Deliver regular governance and transparency reports to the Board, and attend Board meetings as required
- Collate and evaluate organisational data (e.g. KPIs), with support of core staff team
- Ensure the organisation fulfils all financial and compliance obligations, including statutory obligations and risk management
- Lead annual financial audit procedures

Artistic Leadership

- Oversee a high-quality program of contemporary music presentations and visual art exhibitions
- Oversee the delivery of public programs associated with the artistic program, including artist and curator talks, forums and conferences, that increase opportunities for broader participation of audiences in Nexus Arts programs
- Ensure the artistic program is developed and delivered to the highest standards, providing opportunities for discourse and debate in culturally diverse, intercultural, and First Nations arts practice

- Ensure the artistic program provides Nexus Arts audiences with a deep engagement with contemporary culturally diverse, intercultural, and First Nations arts practice
- Establish and maintain relationships with individuals, networks and organisation to enable partnerships that will enhance Nexus Arts programs
- Ensure the artistic program is managed within the available staffing and budget resources
- Oversee all performance and exhibition requirements – legal, technical, WH&S, production, documentation
- Ensure the establishment of and adherence to processes, procedures and systems for the management of activities related to the artistic programming, including performances, exhibitions, residencies and commissioning programs

Grants, Revenue and Fundraising

- In collaboration with key staff, identify and lead the development of funding activities, including:
 - Multi-year funding submissions
 - Project grants
 - Philanthropy
 - Fundraising campaigns
- Manage reporting for all awarded funding, including acquittals and updates as required
- In collaboration with key staff, implement funding strategies to provide the operational and capital funding to deliver the business plan outcomes
- Contribute to the development of opportunities for sales where appropriate

Audience Engagement

- Develop an annual schedule of diverse engagement activities and public programs which complements the artistic activities of Nexus Arts and increases audience participation
- Provide strategic input and content for the planning and execution of communications and collateral, with a particular focus on those relating to the artistic program

Stakeholder Relationship Management

- Cultivate and steward key high-level relationships. These include:
 - Government Funding Agencies
 - Industry Partners
 - Artists and Communities
 - Stakeholders
 - Sponsors
 - Philanthropic Foundations and Trusts
 - Private Donors and Patrons
 - Nexus Arts Board and Artistic Council
- In collaboration with key staff, contribute to the development of an active stakeholder engagement strategy to foster ongoing and long-term support from donors, the community and stakeholders of Nexus Arts
- Establish and maintain relationships with individuals, networks and organisations to enable partnerships and collaborations that will enhance Nexus Arts programs
- Represent, advocate and promote the activities, programs and objectives of Nexus Arts in the media and public forums to enhance its public reputation and to develop broader audiences

- Work with Nexus Arts' current and past artists to develop and implement programs that continue building a strong community of artists and arts workers who are connected and engaged

Operational Management

- Oversee and manage Nexus Arts operations (e.g. financial; workplace health and safety; child safety), people (e.g. reporting; maintenance of staff records and leave entitlements), and governance (e.g. Activity Report preparation)
- Oversee the broader management of the Venue, and track performance with the support of relevant Staff
- Oversee maintenance of the Nexus Arts website, with support from relevant staff
- Financial administration as follows:
 - process fortnightly payroll
 - process payments and invoicing
 - manage payment of BAS and IAS statements
 - monitor and tally bar takings from Venue hires and events
 - monitor petty cash, including monthly reconciliation, and cash banking
- Manage and maintain office administration and procedures, including IT, archiving, consumables, etc.
- Oversee the organisation's marketing activities, working with key staff
- Oversee all program and project staff employed across the organisation, as required