



The Association for Visual Arts (AVA) promotes contemporary visual art production through regular exhibitions, showcasing all media, by established and emerging artists. It aims to promote nationally and internationally the discursive and experimental nature of contemporary South African art, to make important contributions to the 'open texture' of South Africa's art community.

Main Purpose of Job

The Director is responsible for the successful operation of the Association for Visual Arts. The Board delegates responsibility for management and day-to-day operations to the Director, who has the authority to carry out these responsibilities in accordance with the direction agreed by the Board. In turn, the Director enables the Board and its subcommittees to carry out its governance functions.

Overall Job Objectives

Management and operations:

- Responsible for the day-to-day gallery and satellite exhibition operations and assures a smoothly functioning, efficient organisation.
- Assures quality and organisational stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- Recommends resourcing structures to the Board to enable smooth operations.
- Assures a work environment that recruits, retains, and supports quality staff.
- Specifies and regulates accountabilities for personnel and evaluates performance.
- Maintains premises and oversees maintenance and renovations.

Sales and marketing:

- Actively participates and develops strategies for artwork sales and collection of membership fees.
- Builds and maintains professional relationships with stakeholders, including but not limited to Directors, Staff, Patrons, Clients, Artists, Curators, Media, Funders, relevant partners and associations and any other role players in the wider art ecosystem.
- Acts as chief spokesperson for the AVA, assuring proper representation of organisation to the media, the public and stakeholders.
- Promotes and maintains the organisation's public profile through marketing and related activities, in accordance with the Board and Marketing Committee's direction.

Administration and budgeting:

- Sets and manages budgets for the year as well as on a project by project basis.
- Oversees and enables sound and timeous reporting and auditing on said budgets.
- Works closely with the Treasurer and Accounting officer to account for income and expenditure.



Association *for* Visual Arts

Curation and artistic direction:

- Manages and organises the exhibition programme as stipulated by the Selection Committee and in accordance with the Exhibition Manual.
- Liaises with artists, curators, installers and other stakeholders to ensure smooth implementation of the exhibition programme.
- Ensures that the quality of exhibition presentation is at the highest level.

Fundraising:

- Researches, writes and submits grant applications in accordance with core projects.
- Supports and oversees compliance with all administrative and budgetary requirements as stipulated by funders of successful grant applications.
- Supports the Fundraising Committee to recruit and maintain Circle Memberships.

Minimum requirements:

- A relevant bachelor degree qualification.
- A minimum of 5 year's management/leadership experience that includes cultural institutions as an added advantage.
- A minimum of 5 years' sales experience that includes arts institutions as an added advantage.
- A minimum of 1-2 years' experience setting and managing budgets.
- A minimum of 5 years' experience in curation and art direction.

Preferred qualifications, skills, experience:

- Experience fundraising, including writing for grant applications.
- Demonstrated in-depth practice of sound governance.
- Excellent communication, interpersonal and leadership skills.
- Proven research skills.
- Proven time management skills.
- Demonstrated competency, especially when working under pressure.

Remuneration:

The annual remuneration package will be competitive and commensurate with the incumbent's level of experience.

Application:

In applying for this post, please email the following to Vice Chairperson Keely Shinnars (keelyshinnars@gmail.com):

- A one page letter of motivation;
- A comprehensive CV;
- Names, e-mail addresses and telephone details of three referees whom we have permission to contact.

CLOSING DATE: 18 August 2023



No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.

Should you not hear from us by 25 August 2023, please accept that your application has been unsuccessful.