

Position: Manager

Relationships: Reports to Pablos Board
Responsible for all Pablos staff
Functional Relationships: Studio artists, Arts Access Aotearoa,
Funding agencies, trusts and foundations

WHO WE ARE

Pablos Art Studios offers free arts opportunities such as materials, workshops, demonstrations, individual tuition, discussion and critique groups, exhibition opportunities, outings, outreach programmes, as well as individual and group art therapy. Artists work at their own desk or at a communal table. Participants are Tangata Mātau ā- wheako (have a lived experience of mental health), and enter Pablos service to focus on supporting/maintaining mental wellbeing. Artists work independently or collectively towards their creative goals, balancing their independent art practice with workshops or collaborations.

THE ROLE

- Lead staff in the development and delivery of quality services targeted at maintaining mental health/wellbeing, and the development of a culture that supports participation, independence, growth and creates an environment for recovery.
- Manage relationships with key customers and stakeholders (including primary funders, mental health agencies, Pablos Board and Pablos Artists) and foster connections and networks with individuals and organisations that support and enrich the work of the organisation.
- Ensure Pablos remains a leading Creative Space in the innovative and professional provision of creative opportunities and access to, and inclusion through the arts for maintaining mental health/wellbeing.
- Continuous improvement of Pablos operational management procedures and policies and management systems.

RESPONSIBILITIES

LEADERSHIP AND DIRECTION

- Management of Pablos employees including recruitment, induction, performance planning, reviews, professional development and training.
- Provide direction and support for staff including maintaining a culture that enables staff to work well as a team and to develop and take initiative.
- Investigate/mediate staff/artist concerns and refer to Pablos Board as appropriate.
- Collaborate with staff and Board on the strategic direction of the organisation and maintenance of the annual operating plan.
- Act as a spokesperson for Pablos and advocate for staff and artists in the arts and mental wellbeing communities.
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- Oversee the orientation programmes for artists/staff and volunteers.
- Show leadership of commitment and strong understanding Te Tiriti o Waitangi and the principles: partnership, participation, and protection.

COMMUNITY OUTREACH

- Identify community needs and outreach opportunities and promote the work of the organisation to deliver programmes in the community.
- Build and maintain relationships within the wider community.

ADMINISTRATION

- Oversee financial, human resources and administrative processes.
- Work with the Treasurer on the annual operating budget and monitor financial performance and position.
- Oversee Health and Safety.

FUNDING AND FUNDRAISING

- Oversee the funding processes in conjunction with the Funding Coordinator.
- Provide guidance and support to the execution of the annual Pablos Art Auction.
- Support the Funding Coordinator to identify funding opportunities and develop and maintain strong and positive relationships with funders and other stakeholders.

SERVICE PROVISION & CULTURE

- Coordinate the development of programmes and interface between studio and exhibitions to ensure the delivery and opportunities in the studio are consistent with the mission and aims of the organisation.
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- Maintain an inclusive, accessible, and culturally appropriate environment.

MANAGEMENT AND OPERATIONAL RESPONSIBILITIES

- Produce a monthly activity report and attend Board meetings.
- Work with the Board in a collaborative and effective manner to ensure an efficient link between governance and operational aspects of the organisation.
- Ensure the organisation meets legislative, contractual, and internal procedural requirements, including the contractual reporting requirements of funding agencies.
- Develop and manage budgets within the funding parameters of the organisation.

SKILLS AND COMPETENCIES

Essential:

- Strong leadership and people management experience with ability to respond to people with Deaf and disabilities and/or other marginalised communities.
- Strong time management skills and ability to prioritise multiple tasks.
- Demonstrated ability to oversee and collaborate with staff.
- Experience working in the mental health sector.
- Highly motivated, with strong self-discipline.
- Excellent social media and written and oral communication skills.
- High level of computer literacy across the Microsoft Suite.
- Strong commitment to working in a multicultural environment.

Desirable:

- Relevant tertiary qualification, arts, arts administration, or management.
- Previous experience in the not-for-profit sector, community engagement and network development.
- An understanding of the philanthropic sector and fundraising experience.
- financial management skills, including budget preparation, Xero, decision making and reporting.
- Experience and skill communicating and working with Executive or Senior Management/ Board.
- Interest and knowledge about arts processes and self-taught art.
- Full and clean Driver Licence.