



POSITION DESCRIPTION	
POSITION TITLE:	Project Manager RCH150 Art Trail
NAME OF POSITION HOLDER:	
DEPARTMENT:	RCH150
SIGNATURE:	
TITLE OF SUPERVISOR:	Director RCH150
NAME OF SUPERVISOR:	Bebe Backhouse
SIGNATURE:	
For office use only	
Position Number:	

1. PURPOSE OF POSITION

The purpose of the Project Manager RCH150 Art Trail is to deliver 'Me and UooUoo: The RCH150 Anniversary Art Trail', as part of The Royal Children's Hospital's 150th anniversary program. The Project Manager RCH150 Art Trail is responsible for the efficient planning and delivery of the art trail; overseeing the technical, production and operational management of the project. The Project Manager RCH150 Art Trail will ensure that adequate planning processes, scheduling and operational support systems are in place to guarantee high-quality project outcomes, on time and within budget.

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor: Director RCH150

Positions that also report to Supervisor:

Project Manager RCH150

Director Communications RCH150

Positions that report to this position:

Artist Coordinator RCH150 Art Trail

From time to time, the Project Manager RCH150 Art Trail may need to supervise contractors and interns.

3. CONTEXT OF POSITION

The Royal Children's Hospital: The Royal Children's Hospital (RCH) has been providing outstanding care for Victoria's children and their families for over 140 years. It is the major specialist paediatric hospital in Victoria and its care extends to children from Tasmania, southern New South Wales and other states around Australia, and overseas. The RCH's campus partners, the Murdoch Children's Research Institute (MCRI) and the University Of Melbourne Department Of Paediatrics, along with the RCH Foundation, are on site with the hospital in Parkville. Together, this alliance is committed to improving the health outcomes for children today and in the future.

The RCH Foundation: Founded in 1989, the RCH Foundation is the fundraising arm of the Royal Children's Hospital. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works very closely with the RCH to help achieve its vision.

The RCH150 Program: In 2020, The Royal Children's Hospital celebrates its 150th anniversary. In recognition of this major milestone, the RCH and the RCH Foundation are collaborating to present a year-long program that celebrates the achievements of the RCH to date, and charts a path towards the future of paediatric healthcare and the RCH's role in it. The RCH150 program will include a combination of public-facing and internal projects, initiatives and online content. RCH150 seeks to:

- Celebrate and acknowledge the RCH's achievements over 150 years and honour past and present contributors;
- Reinforce why the RCH exists and set the agenda, spirit and vision for its future;
- Leverage opportunities for raising financial support for the RCH.

The RCH150 Art Trail: As part of RCH150, the RCH Foundation is conducting a large-scale mass participation public art event, which will bring eye-catching sculptures onto the streets of Melbourne and Geelong for the enjoyment of all, while raising significant funds for the hospital. Working with partners, artists and communities, together with public and private sector

organisations, this high-profile project will use the creative process to animate the city and deliver defined economic, cultural and social benefits in support of our unique and beloved institution that is The Royal Children's Hospital.

4. NATURE AND SCOPE OF POSITION

Work performed

The Project Manager RCH150 Art Trail is responsible for the overall delivery of the art trail project and is an integral member of the RCH150 team. The Project Manager RCH150 Art Trail will plan, implement and coordinate a range of complex production-based tasks in accordance with agreed standards and timeframes, and will be required to work collaboratively with other staff across the organisation in assisting with community engagement and administrative support to:

- Deliver a high-quality public art trail;
- Activate the trail once it is live, ensuring community and partner engagement is achieved;
- Overseeing the maintenance and safe-keeping of all sculptures throughout the duration of the project, especially during the activation period;
- Ensure the art trail is deemed successful at the conclusion of the project timeline.

Main tasks and responsibilities

Production

- Oversee all aspects of the art trail project from an operational, technical and logistical perspective;
- Undertake detailed site visits of each location to confirm all location sites for the project, and prepare installation and de-installation notes/instructions, including traffic management plans, site reinstatement notes, and any other relevant details;
- Develop documentation such as production schedules and risk assessments, ensuring those documents accurately cover all details, risks and hazards within their production;
- Provide strong leadership in the planning and presentation of the project by ensuring excellent coordination and decision-making;
- Design, implement and oversee processes and procedures to ensure the safety and security of all sculptures, and ensuring appropriate measures are undertaken to protect the artistic and creative merit of the project;
- Assist in the ongoing liaison with the appropriate stakeholders regarding equipment, maintenance and/or repair.

Project Management

- Provide accurate and timely project and progress reports upon request;
- Develop, update and maintain hard and soft copies of all production files relevant to Geelong and Melbourne activities;
- Work closely with internal staff to ensure all assigned duties comply with RCH risk management policies and protocols;
- Produce and manage project plans and timelines;
- Supervise the recruitment of artists and manage their engagement and delivery of the painted sculptures;
- Provide professional advice to project partners, suppliers, contractors, volunteers, venues and other stakeholders as required;
- Regularly communicate with suppliers and stakeholders to outline project requirements.

Administration

- Liaise with, production manage and provide information relevant to other project departments including Communications and Fundraising;
- Collate and submit any and all incident/accident reports;
- Develop and maintain relationships with a wide range of stakeholders including project partners, councils, suppliers and venues;
- Create and manage all relevant documentation templates of collateral for contractors, suppliers and other stakeholders;
- Provide administrative support including in the preparation of budgets, risk management processes, and other duties as required.

Project Activation

- Ensure the project is delivered and engaged with, as a public art initiative, encouraging healthy community participation and outcomes;
- Work collaboratively with the Director Communications RCH150 to design and deliver an activation plan, to encourage active participation in the project through tailored promotion and communication, targeting key audience groups;
- Provide advice to relevant organisation members as they develop community engagement and fundraising opportunities across the project, including active participation initiatives.

Closing and Auction Events (Geelong and Melbourne)

- Represent RCH150 and the RCH Foundation at meetings with event partners, suppliers and stakeholders to determine the scope of the events;
- Maintain a high level of technical product and service knowledge, in order to acquire and communicate the services required;
- Meet with event suppliers to arrange and coordinate the required event services, such as audio-visual equipment, catering, signage, displays, transport and participation, within the agreed budget;
- Carry out administrative and operational tasks associated with managing an event, including (but not limited to) event floor plans, production schedules and event costings.

Qualities for success in this position

To be successful in this role, the successful candidate will need to:

- Be confident with production, technical and creative frameworks, and have the ability to translate conceptual ideas into real-world specifications;
- Be a persuasive and confident communicator, able to sensitively and respectfully negotiate with a wide range of operational suppliers and stakeholders;
- Be exceptionally well-organised, using time proficiently and planning effectively;
- Think laterally and act strategically to find creative solutions to challenges and constraints;
- Be a capable and effective people leader, to ensure positive processes and outcomes;
- Take ownership of responsibilities and duties, driving them to a successful delivery;
- Maintain a strong network of industry contacts.

Decision-making

The Project Manager RCH150 Art Trail is responsible for the timely and successful delivery of the technical and logistic components of the art trail project, delegated by the Director RCH150 and will, in conjunction with the Director RCH150, make decisions regarding all relevant aspects of the project. The person must exercise superior judgment in bringing sensitive matters to the attention of the Director RCH150, as appropriate, to ensure key stakeholders have confidence as the project develops.

Communication

Internal

- Work closely with RCH and RCH Foundation staff and internal contractors, suppliers and partners to ensure the program is in line with RCH and RCH Foundation requirements.

External

- Work closely with a broad range of stakeholders, as well as external contractors, suppliers and partners, acting as first point of contact as appropriate.

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Selection criteria

- Extensive demonstrated experience in managing and delivering large scale projects within budget, schedule and quality parameters;
- Demonstrated experience in project and production management of public arts programs, festivals and events;
- Demonstrated attention to detail, working under own initiative to strict deadlines;
- High level of Occupational and Workplace Health and Safety knowledge and acumen, and a professional ability to identify and reduce related risks and hazards;
- Excellent problem-solving skills;
- Excellent written and verbal communication skills;
- Proven ability to lead and manage staff, external consultants and contractors to deliver projects;
- Demonstrated interpersonal experience, successfully liaising and collaborating with multiple stakeholders;
- Commitment to the RCH and RCH Foundation's values and a working style that reflects these;
- Experience with Salesforce or similar software would be an advantage.

6. TERMS AND CONDITIONS

An ability for an immediate start will be an advantage. The contract for this position will conclude in December 2020. The position is 1.0 FTE (five days per week). A fixed annual salary of \$93,000 inclusive of packaging is available, and a mobile phone and a laptop is optionally provided.

AGREEMENT TO THIS POSITION DESCRIPTION	
Signed for and on behalf of:	Signed by the Appointee:
Sue Hunt, Chief Executive Officer	Appointee name:
The Royal Children's Hospital Foundation	The Royal Children's Hospital Foundation
Signature:	Signature:
Date:	Date:

MORE INFORMATION AND HOW TO APPLY

For further information or queries about this role, please contact Bebe Backhouse, Director RCH150 at Bebe.Backhouse@rch.org.au.

Applications must address the Key Selection Criteria in the position description (maximum 2 pages). Applications that do not address the Key Selection Criteria will not be considered.

Send your application, including your CV and your response to the Key Selection Criteria to Jobs.Foundation@rch.org.au by COB Monday, 21 October 2019.