



Mike Carney Creative Industries Centre

We are seeking expressions of interest to take on the business and operational management of this iconic creative industries complex in Charters Towers, North Queensland.

Overview

The Mike Carney Creative Industries Centre, located in the heart of Charters Towers, is a complex that offers two art galleries, a retail store, huge 'messy play' internal and undercover external creative workshop areas catering for creativity in all its forms. The Centre positions itself as a central hub for the thriving arts and creative industries sector in the local area, and partners with other arts and creative organisations across the Townsville North Queensland regional market. Take a [sneak peek](#) on the Centre's Facebook page (@mccic_ct) of some of the amazing individuals and organisations who form part of the creative scene that enhances the liveability of this amazing region!

With the solid backing of the Dalrymple Community Cultural Centre Trust, there is great opportunity to further grow and develop the facility. The Trust has supported the creation and further development of the Centre and is now opening up the opportunity for an enterprise or sole trader/s to utilise their business acumen, expertise and arts, creative and cultural industry knowledge to take the Centre to its next level.

The project on offer could be delivered by a single contractor where their expertise is broad enough to address all elements, or could be divided into two separate contracts, focused on different elements of the development work to be done. For example, one contractor could address planning, financial, and partnership development functions; while a second could organise and facilitate workshop sessions and build local engagement and usage. Both contractors would need to spend part of their time on-site, staffing the Centre during its days open to the public, especially in the establishment phase until a volunteer base has been built.

With a casual laidback lifestyle in a safe, country-town setting with facilities that cater generously for a quality family life, why wouldn't you choose to re-locate! Click here to [see and hear what people say](#) about living in the region.

Whether you are in the middle of your career or a seasoned professional at the top of your game, or a business/consulting practice looking to increase your portfolio of work, we invite you to explore this unique opportunity. The initial project is on a 12-month contract basis, reviewed for continuation based on successful results of pre-agreed targets.

Budget

A budget of between \$120,000 and \$140,000 (plus GST where applicable) is anticipated to cover the full range of tasks indicated.

Applications

Download a copy of the [Expression of Interest](#) submission form and submit that document prior to Monday, 13 March 2023. Enquiries can be made by email to: david.fishel@positive-solutions.com.au or phone the Board Secretary Su McLennan on 0408 209 221 or David Fishel on 0412 417 022.

What is required

- A strong knowledge in general business practices, retail, creative industries and arts management practices.
- A high level of customer service and client service.
- Active engagement with potential exhibitors, product suppliers and stakeholders.
- Strong interpersonal and people management skills including (but not limited to) working with retail and gallery customers and clients, suppliers, contractors and volunteers.
- Excellent written and oral communication skills that allow for high level reports and presentations on program activity and outcomes, and development proposals – to the Board and to external key stakeholders.
- Regular communication and liaison, both written and verbal, with DCCCT Ltd Board members.
- Strong IT skills that enable execution of all administrative tasks
- Financial reporting and monitoring, preparations of budgets, policies and procedures.
- Competence in the operation of Xero (Cloud) Accounting System, Microsoft Office Suite, email, social media platforms and graphic programs.
- Hands-on assistance in the Centre' day to day practical requirements.
- Demonstrated experience in grant funding.

Deliverables

PROGRAM ACTIVITY & MARKETING: Market and position the Centre as a central hub through the development of a sustainable program of activities over 12 months producing income streams that satisfy budget forecasts.

FINANCIAL MANAGEMENT: Activate, implement and manage the accounting program (XERO) and report on all financial matters including budget analysis and forecasting.

RESOURCING: Secure external grant funding to support the budget, increased program activities and building facility improvements.

STRATEGIC PLANNING AND ORGANISATIONAL DIRECTION: In collaboration with others, develop and maintain a 5-year Strategic Plan for the organisation and the Centre. Assist with the start-up and management of an incorporated association status.

COMPLIANCE/BUSINESS OPERATIONAL MANAGEMENT: Open the Centre for trading to the public for a minimum of three days a week from 10am - 3pm and manage access for use outside those hours - weekdays and weekends. Follow Board approved policies, and assist in developing new policies. Lead and direct the curating and hanging of DCCCT collections and assist exhibitors as necessary. Manage and coordinate activity in the gallery areas, retail and hireable spaces.

COMMUNICATION: Keep the Board fully informed of all activity. Represent the Board, the Centre and DCCCT, developing and maintaining quality business relationships face-to-face and through the management and use of well-maintained databases.

PEOPLE & RELATIONSHIP MANAGEMENT: Support and encourage fledgling artists, creatives and program facilitators; support and work collaboratively with other industry individuals and organisations to ensure Charters Towers and North QLD regions are positioned as formidable arts and cultural/creative regions; develop, motivate and guide a strong and enthusiastic volunteer team.

Eligibility Requirements

- For the successful business:
 - Current ABN
 - Certificate of Currency of appropriate business insurance/s.
- For the person the business will engage to undertake the hands-on delivery of the project work:
 - A current Blue Card (Working with Children) or willing to rapidly acquire one
 - Current C Class Drivers' License
 - Responsible Service of Alcohol (RSA) Certificate or ability to rapidly acquire one
 - Possess or consent to a current Police Check
 - Have a legal right to work in Australia.

Mike Carney Creative Industries Centre

96-98 Mosman St Charters Towers 4820

Owned and operated by:

DCCCT Ltd ACN 167 131 366 As Trustee For

Dalrymple Community Cultural Centre Trust ABN 22 453 043 038

