



GALLERY MANAGER POSITION DESCRIPTION

Reports to

- The CABBI Management Committee chaired by the President, as well as the Annual and General Meetings of all members.

Primary Role

- The Gallery Managers Primary Role includes but is not limited to –
- Being a member of the CABBI Committee
- To provide visual arts leadership in the community, as well as within CABBI and The Gallery
- Direct responsibility for the financial, curatorial and operational management of The Gallery on behalf of The CABBI Management Committee with direct reporting of those responsibilities to the CABBI Management Committee
- The preparation and administration of the CABBI Committee approved Gallery Budget and event programmes
- The appointment of the Gallery Committee subject to the approval of the Management Committee
- The day to day management of the Gallery's exhibition space, exhibition allocations, membership fees structure, operating hours, membership criteria and availability consistent with the Gallery's Policy and Procedure Manual
- The marketing and promotion of The Gallery and CABBI visual artists, consistent with the objectives of the CABBI Management Committee

Responsibilities and Duties

- Reviewing and updating the Gallery Mogo's Policy and Procedure Manual, with the agreement of the Management Committee
- To work with the Duty Roster Co Ordinator to enable the staffing of the Gallery, consistent with the P & P Manual
- Monitor, manage and report to the M Committee on the financial budgetary and event management status monthly
- Make submissions to the CABBI Management Committee for approval of any major financial or maintenance expenditure outside the approved Gallery Budget

- Ensure the consistent quality of all visual arts exhibition items consistent with the objectives of The Gallery and CABBI
- Manage, co-ordinate and advocate for CABBI and The Gallery, on all media and social media platforms
- Manage and co-ordinate all Gallery social, exhibition openings and events with the assistance of The Gallery's Committee
- Review and Monitor the sales profile of The Gallery and adjust the exhibition items to assist in the development of greater visual arts sales for CABBI Members

Requirements for the Role

The Gallery Manager should be

- A financial Member of CABBI
- Experienced in the visual arts, with knowledge and/or visual art education in nominated visual art fields
- Curatorial and teaching workshop experience in the visual art is preferable
- Gallery, financial and event management experience
- Able to work with a variety of people and visual artists to achieve the required quality outcomes
- Experience in the curation and management of exhibitions
- Have affiliations with other community or business organisations in the Shire
- Hold a current Australian Drivers License

Creative Arts Batemans Bay Inc Gallery Manager Position Description JUNE 2026

SEE ATTACHMENT 1 FOR ROUTINE DESCRIPTION

Attachment 1 - Gallery Manager Position Description June 2026

GALLERY MANAGEMENT AND GALLERY COMMITTEE

- Have access to gallery@cabbi.com.au and sales@cabbi.com.au email addresses
- Monthly Roster
- Prepare monthly written report for CABBI Management Committee and Editorial for Newsletter
- Compilation of Exhibitors List bi monthly – forward to Treasurer and Secretary with new list replaced in The Gallery on changeover (word document)
- Prepare and Distribute Gallery Newsletter bi monthly
- Scrutinise all new works of art coming into The Gallery
- Contact the Treasurer when any supplies need for the Gallery (in the absence of a Gallery Visa Debit Card/efpos)
- Curating and hanging team

- Responsible for all Craft Exhibition displays
- Prepare bi monthly Newsletter and report to the CABBI Management Committee
- Collate all new Craft Artisans applying via the Waiting List and scrutinising of all craft works into The Gallery
- Have all new artists and artisans exhibiting in the Gallery to sign contract and SBAS Form
- Scrutinise all new works on changeover/rehang bi monthly

- Manage all finances pertaining to The Gallery, weekly checks on Sales Register Forms
- Monthly invoicing of Gallery Fees
- Liaison with Treasurer and Bookkeeper
- Organisation and all set up of Featured Artist Programme
- Organisation of posters for Featured Artist
- Organisation of Twilight evening including catering
- Curating and hanging on changeover
- Produce bi monthly Newsletter (word document)

- Help out with General duties
- Team member for curating and hanging
- Computer enquiries
- Available for set up and organisation of events

- **Help Craft curator with all things craft**
- **Be available to help out other committee members for Twilight and changeover**

The current Policy and Procedure Manual was updated February 2026

(Either contact via email to all and each committee member, although a monthly coffee meeting works well)