



Applications are invited for the position of 'Business Development Manager – New Craft made in Victoria'. Your application must contain a covering letter addressing the selection criteria as noted below and a resume that includes the contact details of two referees. Your application must be forwarded to Rebecca Jobson, Sector Development Manager, Craft Victoria by COB Friday 12 March 2010; rjobson@craftvic.asn.au

CRAFT VICTORIA POSITION PROFILE

Position:	Business Development Manager – New Craft Made in Victoria
Reporting to:	Sector Development Manager.
Engagement:	Part-time contract from April 2010 to end 2011. The role is contract based on an average of 7 hours per week at \$45 per hour, with the contractor managing their own superannuation, taxes and relevant insurances. The position is based at Craft Victoria, 31 Flinders Lane, Melbourne, 3000.
Position purpose:	To implement the 'New Craft Made in Victoria' program. This program aims to create craft and design products for retail, engaging professional members of Craft Victoria who will work to commercial briefs devised by the project partners. 'New Craft Made in Victoria' is funded through Arts Victoria.
Selection criteria:	<ul style="list-style-type: none"> • Demonstrated ability to work with artists and cultural organisations. • Comprehensive understanding of the craft/design retail sector. • Excellent negotiation and communication skills. • High level project management skills. • (Preferable) knowledge of the manufacturing sector in Victoria.
Key challenges:	<ul style="list-style-type: none"> • Managing a creative business development process that includes stakeholders such as craft makers, cultural organisations and retail outlets. • Providing mentoring to participants, especially with regard to commercial briefs as required by the project partners. • Overseeing a product development process that results in high quality craft for retail sale. • Overseeing the development of appropriate commercial and legal frameworks for the venture that are ethical and financially fair. • Devising distribution networks and basic marketing messages.
Freedom to act:	<ul style="list-style-type: none"> • Self manages, in consultation with supervisor. • Solves problems on an ongoing basis, with self-initiated reference to supervisor. • Acts in consensus with weekly team meetings.
Values:	All Craft Victoria staff: <ul style="list-style-type: none"> • Treat each other with respect • Act with integrity • Support the mission of the organization.