



POSITION DESCRIPTION

Contemporary Art Tasmania

Position	ENGAGEMENT COORDINATOR
Reporting to	Director
Direct Reports	Project contractors and volunteers as required
Organisation objective	To assist the presentation and creative development of work by living artists and to support small to medium public galleries to participate in the exchange of artistic and curatorial projects in Tasmania and beyond
Primary objectives	To provide the coordination and delivery of CAT's public-facing activities and drive the development and integration of engagement projects and inclusion through the organisation
Specific Accountabilities	<ul style="list-style-type: none"> • Provide weekday front-of-house services and oversee weekend gallery invigilation • Research, instigate and liaise with diverse individuals, institutions and target communities from the broader Tasmanian community • Development and delivery of targeted outreach projects
Functions & tasks	<ul style="list-style-type: none"> • Develop and maintain a strong and welcoming front-of-house culture • Implement the organisation's Access and Inclusion Strategy, engage priority communities to strengthen participation and experiences across the organisation's programs • Contribute to and work with the Communications and Engagement sub-Committee • Contribute to increasing general accessibility across the organisation and its programs • Manage and maintain the membership database and member opportunities including studio administration • Manage liaison and communications with target communities • Host special interest groups • Manage invigilation and exhibition opening staff rosters and ensure gallery sitters can address CAT's exhibitions and programs • Liaise with program artists and other contractors as required • Assist in producing content for CAT's digital programs • Lead or contribute to grant applications & acquittals, as required • Develop and monitor project budgets in consultation with the Director • Assist with preparing promotional material and other resources and disseminate to host communities and organisations • Provide communications personnel with project material to update website and social media, as required • Assist with other CAT events and activities, as required
Qualifications	Tertiary qualifications in visual arts/ arts/ arts administration/ curatorial (or related field) or equivalent experience working in the gallery, museum or cultural sector
Knowledge and experience	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of public and regional gallery practices and the contemporary art sector in Australia • Experience in the development and delivery of cultural programs and associated activities in public gallery or museum environments, or similar

	<ul style="list-style-type: none"> • Excellent organisational and administration skills with a demonstrated ability to work independently and as part of a team • Project coordination experience with the ability to coordinate more than one project simultaneously • Highly developed interpersonal skills and excellent communication skills (both written and verbal) and good problem-solving skills • Computer skills including word-processing, data-base, web and publication design programs – including Word, Excel, PowerPoint and InDesign desirable • Demonstrated ability to work co-operatively and flexibly • Tasmanian driver's license
Behavioural competencies	<ul style="list-style-type: none"> • Highly developed networking and client relationship building attributes • Motivated and enthusiastic • Quality service attitude and approach • Attention to detail • Responsive to organisational and team needs
Conditions of employment	<ul style="list-style-type: none"> • 0.6FTE • \$40,662.38 (\$67,770.64 FTE) plus superannuation guarantee • 4 x weeks pro rata annual leave (12 days) with 17.5% leave loading • 6 Days personal leave • Long service leave in line with the Long Service Leave Act 1976 (Tasmania) • Time in lieu in line with CAT policy • Flexible work arrangements as mutually agreed • Position commences late January 2024
Other requirements	<ul style="list-style-type: none"> • Working with Vulnerable People clearance • Drivers license • The position will involve some travel and non-standard hours from time to time

SELECTION CRITERIA:

- Tertiary qualifications or an equivalent combination of relevant experience and/or education/training
- Excellent interpersonal and communication skills together with confidence and sensitivity when interacting with a wide range of stakeholders with an intent to build and sustain collaborative relationships across diverse groups, individuals, communities and institutions
- Strong capacity to initiate and maintain relationships to work effectively with gallery visitors, contractors, community contacts and members
- A strong understanding of and interest in contemporary art culture and a good understanding of gallery practices and standards
- Experience working in either public programs, or education, or in socially-led practices or related fields.
- Demonstrated project management experience with an understanding of working in a public environment, including preparing and monitoring project plans, budgets and project funding applications
- Interest in attracting additional *resources* to the organisation that support engagement activity and projects
- Experience with a wide range of general computer software, including Apple operating systems, Microsoft Office and Adobe Creative Suite with demonstrated capacity to learn new programs as required

To apply, email the following to michael@contemporaryart.org.au (include the position in the subject line)

- Cover letter
- Up to two pages addressing the selection criteria
- CV including contact details for two professional referees