



## POSITION DESCRIPTION

### Contemporary Art Tasmania

<b>Position</b>	<b>EXHIBITIONS COORDINATOR</b>
<b>Reporting to</b>	Director
<b>Direct Reports</b>	Project staff and contractors as required
<b>Organisation objective</b>	To assist the presentation and creative development of work by living artists and to support small to medium public galleries participate in the exchange of artistic and curatorial projects in Tasmania and beyond
<b>Primary objectives</b>	Reporting to the Director, the position is responsible for the coordination of selected gallery projects, a touring exhibition program and other related activities and programs
<b>Specific Accountabilities</b>	<ul style="list-style-type: none"> <li>• Coordination, delivery and technical support of CAT touring and gallery exhibitions and related activities including the preparation and distribution of touring exhibition materials</li> <li>• Liaison with a diverse range of organisations and individuals across the public galleries sector</li> </ul>
<b>Functions &amp; tasks</b>	<ul style="list-style-type: none"> <li>• Provide artwork and exhibition preparation support in consultation with artists, curators and host venues, as well as remote troubleshooting advice for practical and technical issues</li> <li>• Provide secretariat and coordinate the CAT Touring Exhibitions Committee and implement program recommendations</li> <li>• Lead or contribute to grant applications &amp; acquittals, as required</li> <li>• Research and seek quotes for the purchase or production of exhibition technology, furniture and equipment, packing and crating</li> <li>• Formulate and monitor budgets as required and in consultation with the Director</li> <li>• Manage agreements with participating artists, curators, lenders, or gallerists/agents</li> <li>• Coordinate freight and liaise with freight agents and touring exhibition host venue staff</li> <li>• Prepare tour manuals, packing and handling notes, condition reports, registration spreadsheets, floorplans, promotional guidelines, signage templates and interpretative materials to accompany touring exhibitions</li> <li>• Undertake travel to provide installation support and assist with artwork condition reporting, packing and handling at host venues as required</li> <li>• Keep records and develop project plans</li> <li>• Collect statistics and related information for reporting documents</li> <li>• Assist with preparing promotional material and other resources and disseminate to host venues, the gallery and visual arts sector, government and other stakeholders</li> <li>• Organise travel arrangements for artists, curators, partner organisation staff and CAT staff</li> <li>• Update website and social media content in conjunction with Communications personnel, as required</li> <li>• Assist with other CAT meetings, events and activities, as required</li> </ul>

<b>Qualifications</b>	Tertiary qualifications in visual arts/ arts/ arts administration/ curatorial (or related field) or equivalent experience working in the gallery, museum or cultural sector
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of public and regional gallery practices and standards and the Australian contemporary art sector</li> <li>• Demonstrated practical experience as an exhibition technician, with skills or understanding across 2D, 3D and digital artwork preparation and installation</li> <li>• Experience in the development and delivery of exhibitions and associated activities in public gallery or museum environments or similar, touring experience desirable</li> <li>• Excellent administration skills with a demonstrated ability to work independently or co-operatively and flexibly as part of a team</li> <li>• Project coordination experience with the ability to coordinate more than one project simultaneously</li> <li>• Excellent communication skills both written and verbal, strong inter-personal and problem-solving skills</li> <li>• Excellent computer skills including word-processing, data-base, web and publication design programs – including Word, Excel, PowerPoint and InDesign desirable</li> <li>• Tasmanian driver's license</li> </ul>
<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>• Sound technical skills</li> <li>• Motivated and enthusiastic</li> <li>• Strong attention to detail</li> <li>• Responsive to organisational and team needs</li> <li>• Proficient research skills</li> <li>• Quality service attitude and approach</li> </ul>
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• 0.6FTE</li> <li>• \$40,662.38 (\$67,770.64 FTE) plus superannuation guarantee</li> <li>• 4 x weeks pro rata annual leave (12 days) with 17.5% leave loading</li> <li>• 6 Days personal leave</li> <li>• Long service leave in line with the Long Service Leave Act 1976 (Tasmania).</li> <li>• Time in Lieu in line with CAT policy</li> <li>• Code of Conduct in line with CAT adopted code</li> <li>• Flexible work arrangements as mutually agreed</li> <li>• Position commences late January 2024</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel to other locations, as required</li> </ul>

#### SELECTION CRITERIA:

- Tertiary qualifications or an equivalent combination of relevant experience and/or education/training;
- Demonstrated experience in and understanding of professional gallery practices and standards;
- Demonstrated capacity for problem solving and ability to provide and implement innovative solutions as well as possession of good time management skills;
- Demonstrated project management experience with an understanding of working in a public environment, including preparing and monitoring funding applications, budgets, itineraries;
- Excellent written and oral communications skills
- Confidence and experience interacting with a wide range of stakeholders around building and sustaining collaborative relationships, developing partnerships with diverse groups, individuals and institutions
- Experience with a wide range of general computer software, including Microsoft Office and Adobe Creative Suite.

To apply, email the following to [michael@contemporaryart.org.au](mailto: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