

Contemporary Art Tasmania Exhibitions and Touring Coordinator

Part-Time, 0.6FTE (3 days per week)

Reporting to: Director

Direct Reports: Project staff and contractors as required

About Contemporary Art Tasmania

Contemporary Art Tasmania is a lead Tasmanian art space dedicated to contemporary and experimental art. CAT provides a dynamic context through which contemporary art, ideas and communities flourish.

As the Exhibitions and Touring Coordinator, you will:

- Oversee and support the delivery of CAT's touring exhibitions and gallery projects.
- Facilitate creative collaborations between artists, curators, and venues.
- Play a critical role in planning, coordinating, and promoting exhibitions that connect with audiences locally and nationally.

Key responsibilities

- Coordinate the planning, delivery, and technical support for CAT's touring exhibitions and gallery programs.
- Collaborate with artists, curators, and venues to ensure seamless preparation and installation of exhibitions.
- Develop project plans, manage budgets, and prepare grant applications and acquittals.
- Liaise with partner organizations, freight agents, and host venues to coordinate logistics.
- Prepare materials such as tour manuals, condition reports, floorplans, promotional materials, and signage templates.
- Provide on-site and remote support for exhibition installations and troubleshooting.
- Maintain detailed records, statistics, and reports for internal and external stakeholders.
- Work with the Communications team to update website and social media content related to exhibitions.

We're looking for someone who has:

- Tertiary qualifications or equivalent experience in visual arts, arts administration, or curatorial practice. Recent graduates are encouraged to apply.
- A strong understanding of public and regional gallery practices and the Australian contemporary art sector.
- Experience in exhibition coordination, including technical installation across 2D, 3D, and digital mediums.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong communication and interpersonal skills, with the ability to build relationships across diverse stakeholders.
- Proficiency with Microsoft Office, Adobe Creative Suite, and Mac OS systems.
- A valid Tasmanian driver's license.

Why join us?

- Work with a creative team dedicated to supporting arts practice
- Build on your skills and knowledge in the cultural sector
- Enjoy a part-time role with the opportunity for flexible work arrangements

Conditions

- 0.6FTE (3 days per week)
- \$45,006.30 (pro rata of \$75,010.50 FTE) plus superannuation guarantee
- Flexible work arrangements as negotiated
- 4 weeks' pro rata annual leave (including 17.5% leave loading)
- 6 days' personal leave
- Long service leave in line with the Long Service Leave Act 1976 (Tasmania)
- Time in lieu as per CAT policy

Selection criteria

- Tertiary qualifications or an equivalent combination of relevant experience and/or education/training.
- Knowledge of professional gallery practices, protocols and standards.
- Demonstrated capacity for problem solving and ability to provide and implement innovative solutions as well as possession of good time management skills.
- Project management experience including preparing funding applications, reporting, managing budgets and 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.

How to apply:

Submit your application to michael@contemporaryart.org.au with the following:

- Cover letter
- Up to three pages addressing the selection criteria
- CV (two pages maximum)
- Two referees

CAT encourages applications from Aboriginal and Torres Strait Islander people, workers of all ages, people with disabilities, LGBTQIA+ individuals, and those from culturally and linguistically diverse backgrounds.

Deadline for applications: midnight, Monday 3 February 2025

Join us in shaping Tasmania's contemporary art landscape! For more information about CAT visit www.contemporaryarttasmania.org