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| <b>PAY RANGE</b>     | \$33-\$38 per hour<br>11% superannuation contribution<br>6 weeks annual leave (pro-rata), with 17.5% loading  |
| <b>REPORTS TO</b>    | Visual Arts Manager   |
| <b>LOCATION</b>      | Mparntwe office – 67 Bath Street, Alice Springs<br><i>Garramilla (Darwin) base may be available for the right candidate</i>   |
| <b>HOURS OF WORK</b> | Standard 22.5 hours per week<br>Flexible spread over 3 to 5 days, Monday to Friday<br><br>This position requires the flexibility to work outside of standard business times and extra hours at peak periods, and to be available for travel in the NT and interstate from time to time. |
| <b>CONTRACT</b>      | 1-year employment<br>Including 3-month probation period   |

## POSITION PURPOSE

*Artback NT works with artists and performers from around the Northern Territory, to develop and tour work to local, national, and international audiences. We are a not-for-profit organisation with offices in Garramilla (Darwin), Mparntwe (Alice Springs) and Borroloola and we are the National Exhibitions Touring Support (NETS) agency for the Northern Territory.*

The **Visual Arts Coordinator** works closely with and supports the Visual Arts Manager (located in Mparntwe, Alice Springs) for the successful planning and delivery of a diverse visual arts program, touring exhibitions across the Northern Territory and throughout Australia.

The Coordinator focuses on developing and planning tour logistics, marketing, promotions and administration to ensure the smooth and effective presentation of the exhibitions, special projects and other activities in Artback NT's visual arts program. This requires working within and reporting on the budget allocated for each tour.

The Coordinator liaises with Artback NT's Marketing and Communications Manager to plan and implement promoting the activities to audiences in each exhibition location.

*Artback NT values diversity in our team and welcomes applications from all backgrounds, including Aboriginal and Torres Strait Islander, cultural and regional communities, and people with disability.*

## **QUALIFICATIONS and EXPERIENCE**

- Knowledge of and experience in the development and delivery of visual arts programs and exhibitions and/or community cultural programs including visual arts activities.
- Experience in managing projects and budgets.
- Experience working with a diverse range of stakeholders and in collaborating and negotiating with partners, venues, and suppliers.
- Good knowledge of the visual arts sector in the NT and nationally with particular reference to venues, organisations and industry bodies relevant to the visual arts.
- An appropriate tertiary qualification in the arts or related discipline and/or a combination of equivalent experience and training is desirable.
- A working knowledge of PC computing systems in particular the Microsoft 365 suite – Outlook, Word, Excel. Familiarity with a team-working platform, particularly Monday.com and TEAMS, will be highly regarded.
- An NT Working with Children Clearance (Ochre Card) or being eligible for one, is essential.
- A current class C drivers' licence is highly desirable.

## **RANGE OF DUTIES**

### **Operations**

- Coordinate the visual arts touring itinerary and ensure timely communication about the program.
- Coordinate logistics, including but not limited to programming, exhibition development, written collateral, exhibition furniture and the layout and design for the visual arts program.
- Prepare tour documentation including exhibition touring manuals, loan agreements, condition reports, insurance values and other documentation.
- Identify freightage requirements, ensure safe and effective packing and handling procedures, and liaise with relevant organisations to coordinate schedules.
- Conduct and/or organise artwork condition checks and documentation and support the installation and de-installation of exhibitions.
- Assist with delivery of the arts program, related activities, and public programs. Coordinate special projects and their evaluation as agreed.
- Brief and liaise with the bookkeeper regarding invoicing for catalogue sales and exhibition fees, as agreed with the Visual Arts Manager.
- Liaise with presenting venues to develop and facilitate audience engagement strategies.
- Collate statistics and evaluation for Artback NT's travelling exhibitions.
- Work with key stakeholders and partners to ensure the readiness of Artback NT's exhibition program.
- Be the first point-of-contact for handling enquiries about Artback NT's visual arts activities and opportunities.
- Perform any other duties as delegated and negotiated with the Visual Arts Manager or CEO.

### **Marketing**

- Work in partnership with presenter groups to advise and support appropriate marketing and promotion of events and activities within budget and in consultation with the Visual Arts Manager and Communications Manager.
- Brief and liaise with the Marketing and Communications Manager regarding promoting Artback NT exhibitions and visual arts activities through social media, website, print advertising and editorial.
- Draft and contribute visual and written material.
- Recognise and recommend opportunities for content and promotion.

## **General administration**

- Ensure itineraries on Artback NT and NETS (National Exhibitions Touring Support) websites are updated promptly.
- Maintain serviceable filing and record keeping systems both hard copy and PC based, including internal policies and procedures for the Visual Arts program.
- Maintain internal office procedures and systems.
- Support the Visual Arts Manager as requested with management reporting, and with preparing grant funding applications and acquittals, and others.
- Coordinate, attend and participate in meetings with the Visual Arts Manager, other Artback NT team members, and stakeholders, and compile agendas, minutes and action lists as requested.

## **SELECTION CRITERIA**

### **Essential**

1. Excellent project, budget, and time management skills, with experience in coordinating exhibitions or events, with a proven ability to meet deadlines.
2. Knowledge of the visual arts sector in Australia, particularly venues, organisations, and industry bodies.
3. Experience building relationships with a diverse range of stakeholders, and confidence in negotiating to juggle competing priorities.
4. Demonstrated experience in working cross-culturally, and a commitment to ensuring culturally safe professional practice.
5. Ability to work independently and collaborate effectively with a team based across two cities.
6. Excellent oral and written communication skills and a good working knowledge of the Microsoft 365 office suite – particularly Excel, Outlook, and Word.
7. The successful candidate must have or be eligible for a NT working with children clearance Ochre Card.

### **Desirable**

1. Experience or knowledge of the grants and funding landscape for visual arts activities, including sourcing and managing funding.
2. Experience working with regional and remote communities and/or a demonstrated understanding of community cultural development.
3. A relevant tertiary qualification in the arts or related discipline, and/or a combination of equivalent experience and training.
4. A current class C drivers' licence is highly desirable.