



## POSITION DESCRIPTION: VISUAL ARTS COORDINATOR

<b>Salary:</b>	\$75k plus superannuation pro rata 6 weeks annual leave pro rata
<b>Hours of work:</b>	22.5 hours per week <i>Flexible spread over 3-5 days, Monday to Friday</i> <i>The position requires occasional out of hours work and provides opportunities to travel.</i>
<b>Reports to:</b>	Visual Arts Manager
<b>Location:</b>	Level 2 Harbour View Plaza, Darwin, 8 McMinn Street, Darwin or Red Hot Arts Building, 67 Bath Street, Mparntwe/Alice Springs Office
<b>Contract:</b>	2-year fixed term part time contract

### THE ROLE

Artback NT is looking for a Visual Arts Coordinator to support the delivery of our visual arts touring programs. Based in either Garramilla / Darwin or Mparntwe / Alice Springs, this coordinator role is a chance to play a pivotal role in facilitating tours that connect artists and audiences across the Territory and beyond.

You'll work closely with the Visual Arts Manager to develop and plan the logistics and administration necessary to deliver vibrant visual arts programs. That means building strong relationships with venues, leading all touring exhibition logistics and working closely between all stakeholders to ensure marketing, PR and operational plans are coordinated to meet all project timelines.

We're after someone who:

- Can multi-task and problem solve to work within immovable timelines
- Has experience in an administration, logistical and/or project planning environment
- Knows the visual arts and museum landscape and how to navigate it
- Works well with others and values collaboration
- Is passionate about supporting artists and communities across the NT

This is a desk-based position with the occasional opportunity to travel with our touring exhibitions to support installs and deinstalls. If you're excited by the idea of working in a small, passionate team and helping bring Territory-made work to the world, we'd love to hear from you.

### ABOUT ARTBACK NT

Artback NT is at the centre of the Territory's creative sector, connecting artists, audiences, and communities across the Northern Territory and beyond. We champion creativity, collaboration, and cultural exchange—touring work, supporting artist development, and sharing NT stories across remote, regional, national, and international stages. Grounded in respect for First Nations cultures and the diversity of the Territory, Artback NT ensures NT art and voices are seen, heard, and celebrated everywhere.

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.

## DUTY STATEMENT



### Operations

- Collaborate with the Visual Arts Manager to deliver Artback NT's visual arts touring program, ensuring alignment with organisational priorities and community needs.
- Coordinate the planning, scheduling, and logistics of touring exhibitions, including communication with artists, venues, and partners to ensure successful outcomes.
- Manage operational requirements for exhibitions, including documentation, freight, installation/deinstallation, and compliance with relevant procedures.
- Maintain effective stakeholder relationships to support program readiness and engagement.
- Support delivery of public programs and associated activities, including contributing to evaluation and reporting processes.
- Assist with financial and administrative tasks related to touring exhibitions, as agreed with the Visual Arts Manager.

### Marketing

- In consultation with the Visual Arts Manager and Marketing and Communications Manager, plan and coordinate audience engagement and marketing activities with presenting venues to strengthen community connection and tour outcomes.
- Develop, deliver and maintain content on the Artback NT website and sector platforms (eg NETS website), ensuring information is current and amplifies artists, exhibitions and touring milestones.
- Monitor and report on the effectiveness of marketing and audience engagement activities, identifying opportunities for improvement.

### General

- Maintain accurate program records, filing systems and internal procedures to support efficient delivery of the visual arts artistic program.
- Support management reporting, grant and funding application processes, and acquittals as required.
- Be the first point-of-contact for handling enquiries about Artback NT's visual arts activities and opportunities.
- Participate in staff and stakeholder meetings, including coordination of agendas, minutes and action lists as requested.
- Contribute to organisation planning sessions and professional development activities.
- Undertake additional tasks commensurate with the role as discussed with the Visual Arts Manager.
- Travel opportunities may arise from time to time in support of program delivery and stakeholder engagement.



## **APPLICATION – Closing date 9pm Sunday 17 May 2026**

### **To apply:**

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

Please provide a CV and 2 professional referees.

All applications are to be sent via email to Kelly Blumberg, General Manager at [gm@artbacknt.com.au](mailto:gm@artbacknt.com.au)

If you have any queries please contact Kelly on 08 8941 1444.

### **SELECTION CRITERIA**

#### Essential

1. Demonstrated experience coordinating touring exhibitions or ability to demonstrate transferable skills from coordinating comparable programs, such as planning/scheduling, managing multiple stakeholders and delivering to fixed deadlines across multiple budgets.
2. Excellent administration and records management skills, including maintaining accurate program records/filing systems, preparing agendas/minutes/action lists, and managing enquiries as a first point of contact.
3. Ability to manage multiple priorities or projects simultaneously, demonstrating effective multitasking skills and ensuring deadlines are consistently met in a dynamic environment.
4. Experience building relationships with a diverse range of stakeholders.
5. Demonstrated experience in working cross-culturally, and a commitment to ensuring culturally safe professional practice.
6. Ability to work independently and collaborate effectively with a team based across two cities.
7. Excellent oral and written communication skills and a good working knowledge of the Microsoft 365 office suite – particularly Excel, Outlook, and Word.

#### Desirable

1. Knowledge of the visual arts sector in Australia, particularly venues, organisations (eg NETS Australia), and industry bodies (eg NAVA).
2. Experience or knowledge of the grants and funding landscape for visual arts activities, including sourcing and managing funding.
3. A relevant tertiary qualification in the arts or related discipline, and/or a combination of equivalent experience and training.
4. Experience with exhibition installation, artwork handling and knowledge of industry best practice.
5. A current class C drivers' licence is highly desirable.

*The successful candidate will be required to hold an NT working with children clearance Ochre Card.*