

Position Description

Position:	Programs and Events Coordinator
Team:	Across all teams
Location:	The Rocks, Sydney
Reporting to:	Finance and Administration Manager
Direct Reports:	Project based
Organisation Objective:	To support small to medium galleries, museums and Aboriginal cultural centres in NSW to maximise their impact and help create strong and thriving local communities
Primary Objectives:	Reporting to the Finance and Administration Manager and working with the management team more generally, this position is responsible for the coordination of M&G NSW skill development programs and events, presented to support and develop the small to medium museum and gallery sector within NSW. It also coordinates the annual IMAGinE Awards and Mentorship, Fellowship and Volunteer placement devolved grant program and other one off programs and events as required
Specific Accountabilities:	<ul style="list-style-type: none"> • Coordination and delivery of M&G NSW professional and skill development programs and events • Liaison and networking across a diverse range of organisations and individuals in the museum and gallery sector • Contribution to the preparation of board papers, grant applications & acquittals as required
Functions & Tasks:	<ul style="list-style-type: none"> • Coordinates and delivers the annual Access to Funding workshop • Coordinates and delivers the annual M&G NSW IMAGinE Awards • Coordinates and delivers the Mentorship, Fellowship and Volunteer Placement devolved grant program • Implements one off projects as required • Contributes content for M&G NSW's social media platforms • Delivers presentations to the sector on programs as required • Monitors and reports on related KPI's • Trains casual and project staff as required • Contributes to discussion papers and submissions as required • Monitors KPI's across activity areas
Tertiary Qualifications:	Tertiary qualifications in arts admin (or related field) or equivalent experience working in the gallery and museum sector (paid or voluntary capacity)

Knowledge and Experience:	<ul style="list-style-type: none"> • Excellent organisational skills with demonstrated ability to work independently and as part of a team • Demonstrated excellent communication skills both written and verbal, strong inter-personal skills, matched with excellent public speaking/presentation skills • Ability to work with both professional and volunteer staff in museums and galleries throughout NSW and beyond • Working knowledge and understanding of museum and collection sector practice, issues and priorities • Demonstrated ability to work co-operatively and flexibly. • Project coordination and budgeting monitoring experience with the ability to coordinate more than one project simultaneously • Excellent computer skills including word-processing, data-base, web and publication design programs – including Word, Excel, PowerPoint and on-line applications such as Survey Monkey, and Eventbrite
Core Behavioural Competencies:	<ul style="list-style-type: none"> • Network & client relationship building • Projects enthusiasm and motivation • Responsive to organisational and team needs • Attention to detail
Core Values:	<ul style="list-style-type: none"> • Respect for Aboriginal people and their right to cultural ownership and more generally for the diversity of opinion and knowledge • Relevance to contemporary cultures, government policy, industry, community and sector needs • Collaboration to develop and deliver services • Inclusivity of diversity of practices, range of knowledge, access, disability and special needs • Integrity be trustworthy, accountable and transparent
Other Requirements:	<ul style="list-style-type: none"> • Ability to travel to other locations as required. • NSW Drivers licence

This is not an exhaustive list of responsibilities and duties.