

Position Description

Position:	Exhibitions Coordinator
Location:	The Rocks, Sydney
Reporting to:	Exhibitions Manager
Direct Reports:	Project staff as required
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 Exhibitions Manager, this position is responsible for the coordination of M&G NSW's national touring exhibition program and other related activities, projects and programs.
Specific Accountabilities:	<ul style="list-style-type: none"> • Coordination, delivery and technical support of M&G NSW touring exhibitions and related activities including the preparation and distribution of touring exhibition related materials • Liaison with a diverse range of organisations and individuals in the gallery and museum environment
Functions & Tasks:	<ul style="list-style-type: none"> • Coordinate freight schedules and movements and liaison with freight agents and touring exhibition host venue staff • Prepare tour manuals, packing and handling notes, condition reports, registration spreadsheets, floorplans, promotional guidelines, signage templates and interpretative materials to accompany touring exhibitions • Provide artwork and exhibition preparation support in consultation with artists and host venues, as well as remote troubleshooting advice for practical and technical issues • Undertake travel to provide installation support and assist with condition checking, packing and handling at host venues • Keep records and develop project plans • Collect touring statistics and information for reporting documents • Research requirements and seek quotes for the purchase or production of exhibition furniture, technology, equipment, packing and crating • Assist with preparing promotional material and other resources and disseminate to host venues, the gallery and visual arts sector, government and other stakeholders • Organise travel arrangements for artists, curators, partner organisation staff and M&G NSW staff • Implement budgets as required and in consultation with the Exhibitions Manager • Contribute to grant applications & acquittals, as required • Update website and social media content in conjunction with the Communications team, as required • Assist the Programs & Funding Manager with M&G NSW devolved grant programs for the small to medium gallery sector, as required • Assist with other M&G NSW meetings, events and activities, as required • Work with the Sector Development Manager and Museum Programs Coordinator, as required • Implement one off projects, as required

Tertiary Qualifications:	Tertiary qualifications in arts/ 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"> • Demonstrated knowledge and understanding of public and regional gallery practices and standards and the contemporary art sector in Australia • Demonstrated practical experience as an exhibition technician, with skills across 2D, 3D and digital artwork preparation and installation • Experience in the development and delivery of exhibitions and associated activities in public gallery or museum environments or similar, touring experience desirable • Excellent organisational and administration skills with demonstrated ability to work independently and as part of a team • Project coordination experience with the ability to coordinate more than one project simultaneously • Demonstrated excellent communication skills both written and verbal, strong inter-personal and problem-solving skills • Excellent computer skills including word-processing, data-base, web and publication design programs – including Word, Excel, PowerPoint and InDesign desirable • Demonstrated ability to work co-operatively and flexibly • NSW Drivers license
Core Behavioural Competencies:	<ul style="list-style-type: none"> • Network & client relationship building • Projects enthusiasm and motivation • Responsive to organisational and team needs • Strong technical skills • Strong attention to detail • Solves problems • Strong quality service attitude and approach • Strong research skills
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
Specific conditions of employment	<ul style="list-style-type: none"> • Full- time • 4 weeks annual leave • 10 Days personal leave • Long service leave in line with M&G NSW policy • Time in Lieu in line with M&G NSW policy • Parental Leave in line with M&G NSW policy • Code of Conduct in line with M&G NSW adopted code • Flexible work arrangements as mutually agreed
Other Requirements:	<ul style="list-style-type: none"> • Ability to travel to other locations, as required

*This is not an exhaustive list of responsibilities and duties.