

POSITION DESCRIPTION

Position:	Exhibitions & Programs Lead
Location:	The Rocks, Sydney
Reporting to:	Exhibitions & Programs Manager
Direct Reports:	Exhibitions & Programs Coordinator 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:	This position is responsible for overseeing M&G NSW's national touring exhibition program and other related activities, projects and programs.
Specific Accountabilities:	<ul style="list-style-type: none"> • Work closely with the Exhibitions & Programs Manager in planning, development, and evaluation of M&G NSW's touring exhibitions • Coordination and delivery of M&G NSW touring exhibitions and related activities • Recommending, developing and implementing programs to enhance and support the small to medium sector of NSW • Researching and articulating policies and actions which contribute to positive developments in the small to medium gallery sector of NSW • Liaise and partner with a diverse range of organisations and individuals in the gallery and visual arts sector • Providing information to the sector, government and other stakeholders on gallery practice
Functions & Tasks:	<ul style="list-style-type: none"> • Coordinate freight schedules and liaise 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 • Researching and articulating policies and actions which contribute to positive developments in the small to medium gallery sector of NSW • Contributes to and prepares discussion papers, media releases and reports; • Work closely with the Exhibitions & Programs Manager to devise professional development and engagement opportunities across the sector aligned with touring exhibitions and related projects • Develop effective strategies, in conjunction with the Communications & IT Manager, for the communication and

	<p>dissemination of programs and touring exhibitions material including in print, online and through social media;</p> <ul style="list-style-type: none"> • Develop policies or protocols relating to touring exhibition best-practice, with the Exhibitions & Programs Manager; • With the Exhibitions & Programs Manager, develop and maintain exhibition budgets, identifies appropriate funding opportunities and efficiencies; • Assist with preparation of funding proposals, submissions and acquittals; • Administer contracts with customers, grantees and suppliers in conjunction with the Exhibitions & Programs Manager, Finance & Administration Manager and CEO. • Assist with the preparation of budgets and other relevant information for grant applications and other projects in conjunction with relevant staff. • Update, devise and maintain website content, social media and exhibition collateral in conjunction with the Communications team • Sustain relationships with metro and regional galleries, museums and other stakeholders by providing consultation, identified support, and organising meetings (online and in-person) • 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:	<ul style="list-style-type: none"> • Tertiary qualifications in arts administration (or related field) with a minimum five years industry experience
Knowledge and Experience:	<ul style="list-style-type: none"> • Detailed knowledge and understanding of gallery and museum practices and standards, including touring exhibition management • Proven ability to research, develop, implement and present gallery and touring exhibition focussed programs, workshops and activities • Ability to work with both professional and volunteer staff in galleries and museums throughout NSW and beyond • Demonstrated ability to work co-operatively and flexibly in a not-for-profit organisation • Project management, contract and budgeting experience with the ability to coordinate more than one project simultaneously • Excellent organisational skills with demonstrated ability to work independently, showing initiative, efficiency and the ability to organise workloads, determine priorities and meet deadlines • Demonstrated excellent management and team leadership skills • Demonstrated excellent communication skills both written and verbal, strong inter-personal skills, matched with excellent public speaking/presentation skills • Excellent computer skills including word-processing, data-base, web and publication design programs • NSW Drivers licence required as this role involves travelling within NSW.
Core Behavioural Competencies:	<ul style="list-style-type: none"> • Network & client relationship building • Projects enthusiasm and motivation • Responsive to organisational and team needs • Strong attention to detail • Solves problems • Strong quality service attitude and approach • Strong research skills

Core Values:	<ul style="list-style-type: none"> • Respect: We value Aboriginal people and their right to cultural ownership and their need for cultural self-determination. • Relevant: We remain relevant to contemporary cultures, government policy, industry, community and sector needs. • Collaborative: We embrace a spirit of sharing, partnering and learning. • Inclusive: We believe that diversity across cultures, people, abilities and geography represents a strong sector and organisation. • Ethical: We are trustworthy, accountable and transparent, and work consciously to increase diversity and environmental sustainability.
Specific conditions of employment	<ul style="list-style-type: none"> • 9 month parental leave cover (with possibility of extension) • Full-time • 4 weeks annual leave • 10 Days personal leave • Time in Lieu in line with M&G NSW policy • Code of Conduct in line with M&G NSW adopted code • Flexible work arrangements in line with M&G NSW Work From Home policy or as mutually agreed
Other Requirements:	<ul style="list-style-type: none"> • Ability to travel to other locations, as required