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CRAFT+
DESIGN
CANBERRA

Exhibition Coordinator // Craft + Design Canberra

Reports to: Assistant Director, Communications

Manages: Installer

Salary: \$68,000 - \$75,000 annum (Pro rata, depending on experience)
+ 10.5% super

Loading: .6 > .8 (22.5 > 30 hours per week)

Availability: For immediate start

Term: The successful applicant will be offered a fixed-term contract with an option to renew. This includes a three-month probation period.

Leave entitlements: 20 days annual leave.
(This is typically taken the last week in December and first three or four weeks the following January when Craft+ Design Canberra is closed. However, the successful applicant may wish to change these arrangements based on accrued leave credits and in consultation with the CEO)

Days and hours: 3 to 4 days per week, including regular rostered Saturdays. Evening and out of hours work will be required for DESIGN Canberra Festival events (October-November), exhibition openings and programs (renumerated via a Time Off in Lieu arrangement)

Location: The position is largely located at Craft + Design Canberra Headquarters, Civic Square, Canberra ACT. There will also be requirements to work off site during festivals and other public events.

(02) 6262 9333
craftanddesigncanberra.org

Address.

Level 1, North Building
180 London Circuit
Canberra ACT 2608

Post.

PO Box 1545
Canberra ACT 2608

Opening hours.

Wednesday-Friday, 12-4pm
Or by appointment.

Since 1971, Craft + Design Canberra has played a vital role in sustaining Australia's high-quality studio practice and supporting craftspeople, designers and audiences.

Craft + Design Canberra is recognised as a leading centre in contemporary Australian craft and design, with a vision to strengthen the dynamic link between the arts – as encompassed in the craft sector – and the broad creative industries and design sector.

A strong program of challenging but innovative work in recent years has ensured that one of Australia's longest continuous running visual arts membership organisations is in its strongest position ever –artistically, financially, professionally and collaboratively. Our vision is to embed contemporary craft, making and design at the centre of everyday life in Australia's capital, a global city of design.

Key responsibilities

1. Teamwork

Work collaboratively and harmoniously with all other staff members and the Board of Management, setting and meeting agreed deadlines and making a positive contribution to our collaborative team culture to ensure a safe workplace and successful program delivery.

2. Exhibitions

Craft + Design Canberra presents an innovative and high-quality annual exhibition program of contemporary craft and design. The aim of the exhibition program is to support members, professional practice and sector sustainability and to showcase the breadth of practice of contemporary craft and design.

- a. Coordinate all administrative aspects of the exhibition program including managing the call out for proposals, the Artistic Excellence Committee to select from exhibition applications and work with the CEO+ Artistic Director to schedule the yearly program showcasing the best in contemporary craft and design.
- b. Project manage, coordinate, deliver, install, and implement the Craft + Design Canberra exhibition programs — onsite, offsite, travelling and online — to achieve strategic goals including artistic excellence, access, attendance, inclusion and income generation.
- c. Support the CEO + Artistic Director to curate selected contemporary craft and design exhibitions, researching and developing concepts, curating artists, editing text and commissioning exhibition essays.
- d. In consultation with the Assistant Director, Communications ensure the smooth and effective implementation and promotion of the exhibition programs including exhibition website, catalogues, list of works, digital and social media, public relations, stakeholder engagement and member liaison.
- e. In collaboration with the Engagement team develop and deliver exhibition related public programs, tours and talks for lenders, patrons, collectors, students, VIPs and audiences.

3. Documentation and administration

Prepare, collate and monitor exhibition related project management documentation using Microsoft Office and Monday systems to produce timelines, project plans, work schedules, budgets, contracts, catalogues, marketing copy, event tickets, website listings, contracts, KPI reports, Annual Report text, risk assessments, insurances, statistics and correspondence.

4. Writing + Reporting

Assist the CEO and the Assistant Directors with the development and writing of strategic documents,

the annual report, the DESIGN Canberra festival exhibitions, framework, media releases and marketing copy for exhibitions to reach diverse audiences.

5. Staff management

Recruit, train, roster and supervise the gallery installers to assist with installation and deinstallation of exhibitions.

6. Stakeholders

Develop and nurture positive professional relationships with artists members, community members, universities and training organisations, program partners; and represent the organisation to external stakeholders and the public.

7. WHS

Implement the principles and practices of Workplace Health and Safety

- Develop and deliver established WHS policies and procedures for security and safety of people, artwork, and facilities in a complete, consistent, and timely manner.
- Implement the principles and practices of Equal Opportunity, Accessibility and Inclusion - including overseeing the delivery of the Disability Inclusion Action Plan.
- Act as Fire Warden for the Craft + Design premises

8. Retail

Provide customer service and assist with retail operations when rostered on to Front of House

9. Property

Liaise with ACT Property group on behalf of Craft + Design Canberra to coordinate maintenance, alarm monitoring, keys etc

10. Other duties as required:

As we are a small organisation at times all staff are required to assist with diverse tasks, including assisting with programs, gallery, bar and retail operations – provide customer service in the Craft + Design Canberra Gallery/shop, rostered weekends and evening events and intensively during the Craft + Design Canberra Festival.

Selection criteria — essential

The successful applicant will have:

- 1. Team work:** Outstanding interpersonal and presentation skills; with the ability to work as a productive contributor in a small team and establish positive working relationships with staff, board, members, artists, sponsors, internal and external stakeholders; and the ability to supervise and train staff.
- 2. Exhibitions:** Demonstrated experience managing all aspects of exhibitions including:
 - Planning and ability to set and to meet deadlines.
 - Logistical planning and delivery, including freight, artwork handling, condition reporting, installation deinstallation, exhibition lighting etc.
 - Stakeholder engagement, including liaising with artists, contractors, sponsors, media Staff and contractor management.

- Marketing and promotion – commissioning and editing exhibition essays, artists statements and biographies, exhibition catalogues, list of works, website listings etc
- Budget management.
- Risk management planning and WHS documentation

3. Organisational and administration skills

Excellent organisational, project coordination skills including the ability to be able to manage and prioritise a high-volume workload, set and meet agreed deadlines with limited supervision (including multitasking, self-direction, prioritising, initiative, and flexibility.)

4. Communication

High level written and oral communication skills with demonstrated experience writing and editing exhibition text, artists statements, marketing copy, reports, presentations, grant applications, budgets and acquittals with strong interpersonal skills and the ability to work as a productive contributor in a small team and with external stakeholders.

5. Digital literacy

High level digital literacy with the ability to use office, imaging and editing software (e.g. MS Office, Monday, Canva, Adobe Creative Suite, etc)

6. Flexibility

Experience working in a flexible arts-related environment and the ability to work evenings and weekends and a generous nature with a desire to share information and ideas and respond positively to feedback.

7. Culture

- Work as a close team to deliver the artistic program and business operations and a positive and safe workplace.
- Be flexible and adaptable to changing circumstances.
- Strive to achieve environmentally responsible business practices and actively look to maintain a healthy work life balance.
- Contribute to productive and harmonious relationships with artists, audiences, partners.

Desirable

- Knowledge of and interest in design, craft and art techniques and theories
- Current drivers' licence and own vehicle
- Working with Vulnerable People Card
- Current **First Aid Certificate**
- **Responsible Service of Alcohol** Certificate

How to apply

To apply for the position email:

- A two-page (maximum length) letter outlining your experience and suitability for the essential selection criteria.
- A copy of your Curriculum Vitae
- The names and contact details of two referees including your current supervisor.

Applications and enquiries to:

- Belinda Neame, Assistant Director, Communications, Craft + Design Canberra
belinda.neame@craftanddesigncanberra.org 6262 9333