

COME, WORK WITH US

Program Coordinator | Craft + Design Canberra

Reports to:	Deputy Director
Salary:	\$61,000 - \$78,000 (Pro rata) per annum (Depending on experience) + 11.5% super
Award	Clerks Level 5. Above awards to NAVA standards
Loading:	Part time (22.5 > 30 hours per week inclusive of weekends, evenings and afterhours work) with increased hours for the Craft + Design Canberra Festival. This position includes approximately 21 rostered Saturdays per year (shared with the Retail Officer.)
Availability:	August 2025
Term:	The successful applicant will be offered a fixed-term contract with an option to renew subject to satisfactory performance. This includes a six-month probation period.

Leave entitlements:

- 20 days annual leave (pro rata) This is typically taken the last week in December and first three weeks the following January when Craft + Design Canberra is closed.
- 10 days personal leave per annum (Pro rata) (which may be used as sick leave and/or carer's leave) per completed year of employment.
- Long service leave in accordance with the relevant legislation.
- 2 days paid compassionate leave. (Pro rata)

Days and hours:

- 22.5- 30 hours per week
- Weekend, evenings, and out of standard hours work will be required as part of the 30 hours per week for programs, Craft + Design Canberra Festival events and exhibition openings.
- It is a key requirement of this position to work frequent after hours and weekend shifts. This position includes approximately 21 rostered Saturdays per year (shared with the Retail Officer).

Location:

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

**CRAFT+
DESIGN
CANBERRA**

(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.

Craft + Design Canberra is a not-for-profit organisation, proud to be one of Australia's longest running visual arts membership organisations at 52 years old. Recognised as a leading centre in contemporary Australian craft and design, we advocate for contemporary craft and design practice while celebrating and connecting artists, community, and partners across the Canberra region.

Craft + Design Canberra runs a gallery that hosts a thriving program of contemporary craft and design exhibitions year round, a shop that sells the best in locally made handcrafted objects, and we run the biennial Craft + Design Canberra Festival, our major outreach program celebrating creativity and design excellence and connecting our artists with our community.

The Program Coordinator is responsible for managing all aspects of the delivery of the Craft + Design Canberra programs. The Program Coordinator will engage closely with the ideas and practice of craft artists and designers to put their work in a broader context for the community. Craft + Design Canberra's exhibitions and public program engage closely with partner arts organisations, government, businesses and educational institutions to promote contemporary craft and design. It seeks to position Craft + Design Canberra and its members as vital to Canberra and well-connected to Australia and the world.

If you are a creative and hands-on team player with outstanding program management, writing, interpersonal and organisational skills, as well as a passion for art and design, then we'd love to hear from you.

Key responsibilities

1. Teamwork

- Work collaboratively and harmoniously with all other staff members and the Board of Management to lead, plan, implement and evaluate the effectiveness of programs and operations to meet agreed outcomes.
- Support the Deputy Director to manage the casual staff (Gallery + Retail Assistants) with continuous improvement, training and mentoring.

2. Programs

- Lead the design, development, delivery, and evaluation of onsite and online public programs (including the Craft + Design Canberra Anytime, Festival and Member Programs) for diverse audiences (onsite, offsite and online) including artists, designers, members, supporters, sponsors and visitors to support Craft ACT's Strategic Plan, including:
 - Develop and deliver the public programs strategy for Craft + Design Canberra
 - Write comprehensive program plans and marketing copy for different audiences
 - Manage the effective delivery of all programs
 - Conduct quantitative and qualitative evaluation of all programs
- VIP Events: Manage all aspects of exhibition openings, VIP and sponsored events
- Manage Craft + Design Canberra public art commissions, permissions, installations and deinstallations.

3. Stakeholders

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

4. Project Management and administration:

- Prepare, collate, and monitor related project management documentation including work schedules, correspondence, contracts, risk assessments, budgets, and evaluations.
- Contribute in relation to program activities. (including writing text, editing designing and publishing) to the preparation of key corporate documents and publications including the Annual Report, Arts ACT and Creative Australia reports, Board reports, Statistic; exhibition catalogues.
- Create marketing and digital content relating to Craft + Design Canberra activities for programs, to be published on the website, social media and in email campaigns.
- Manage the Humanitix ticketing platform, responding to inquiries as they arise.

8. Work Health, and Safety + Inclusion:

- Implement the principles and practices of Workplace Health and Safety
- Implement the principles and practices of Equal Opportunity, Accessibility and Inclusion, including overseeing the delivery of the Disability Inclusion Action Plan.

9. Other duties as required:

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

Selection criteria — essential

The successful applicant will have:

1. Excellent interpersonal and teamwork skills with the ability to work as a productive contributor in a small team and establish positive working relationships with staff, board, Craft + Design Canberra members, artists, sponsors, internal and external stakeholders.
2. Demonstrated high level experience managing all aspects of art and craft public programs, events and public art.
3. Organisational, project management and budgeting skills including the ability to be able to manage and prioritise a high-volume workload, including multitasking, self-direction, initiative, and flexibility.
4. Excellent oral communication, interpersonal and presentation skills with the ability to motivate staff, work as a productive contributor in a small team and with external stakeholders.
5. High level written communication skills with demonstrated experience preparing marketing copy, reports, presentations, grant applications, budgets and acquittals.
6. High level digital literacy and graphic design skills with the ability to use imaging, video and editing software (Including MS Office, Adobe Creative Suite, Canva etc)

7. Experience working in a flexible arts-related environment and the ability to work evenings and weekends.
8. Demonstrated capability to be flexible and adaptable to changing and challenging circumstances.
9. Demonstrated openness to accept performance feedback and willingness to commit to continuous improvement.

Desirable

10. Knowledge of design, craft and art techniques and theories, membership programs, retail operations and principles of sponsorship and development.
11. Tertiary qualifications in craft, design, visual arts, marketing, communications, tourism, graphic design, architecture and/or Art history and curatorship would be highly regarded.

Qualifications (or ability to attain)

- Responsible Service of Alcohol Certification
- First Aid Certificate (including Children's First Aid)
- Working with Vulnerable People Card
- Drivers Licence

Special Conditions

- Evening and out of hours work will be required for programs, exhibition openings, rostered Saturdays and during the Craft + Design Canberra Festival.
- In alignment with Craft + Design Canberra's flexible work policy new employees are asked to sign an Individual Flexibility Agreement after signing their Contract of Employment.
- The successful applicant will be subject to a 6-month probation period as part of their initial contract of employment.
- Performance evaluation will be conducted formally each year by the Deputy Director on the anniversary of the contract and a mid-year review will be held approximately 6 months before the annual review.
 - Achievement of position responsibilities/duties and Key Performance Indicators provides an opportunity for annual salary negotiations. (Subject to the financial position of the organisation.)
 - Non achievement of position responsibilities/duties or failure to attend to Key Performance Indicators will result in a review of the position.

How to apply

To apply for the position email:

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

Please email your application to: victoria.bennett@craftanddesigncanberra.org by 5pm Monday 30 June 2025.

For more information contact Victoria Bennett, Deputy Director, Craft + Design Canberra, on 02 62629333 or at victoria.bennett@craftanddesigncanberra.org.

Further information

Craft + Design Canberra's Strategic Plan 2025-28, annual reports and audited financial statements are available on our website, craftanddesigncanberra.org.