
POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant (Touring Support)
Part-time (0.4 EFT) 2 days per week,
preferred work days Tuesday, Wednesday
Contract August 2018 to August 2019

Salary: \$58k pro-rata (\$23,200 + 9.5% contribution to superannuation)

Last updated: May 2018

Position Objective

Provides administrative support to the NETS Victoria team with a particular focus on the coordination and logistics of NETS Victoria touring exhibitions and public programs as well as supporting social media and website presence.

This position may at times be required to travel to regional centres both within Victoria and interstate at various times and reports to the Director NETS Victoria.

Duties and Responsibilities

In fulfilling the primary focus of the position, the incumbent will typically:

- Provide administrative support for the NETS Victoria program, including answering enquiries, raising invoices, maintaining databases, program evaluation, provide touring advice and support to the public gallery sector and prepare exhibition reports, grant applications and acquittals as required.
- Develop, maintain and update content on the NETS Victoria website and social media channels.
- Assist with preparing tour documentation including exhibition touring manuals, loan agreements, condition reports, insurance schedules and or indemnity applications and other documentation, develop risk assessments and coordinate freight schedules.
- Coordinate travel requirements for staff and artists involved in touring programs – flights, car hire, cabcharges, per diems – and assist with financial tracking of touring budgets.

- Assist with coordinating Coordinate the NETS Victoria touring exhibition program, implementing schedules, consulting with partner organisations, lenders, independent curators, artists and contractors, and coordinating the delivery of the project on time and within budget.
- Prepare and coordinate e-newsletters and e-invites for external and internal stakeholders.
- Assist with archiving hard and digital files for tours and programs as directed.

Organisational Relationships

Position reports to: Director, NETS Victoria
Position works with: Exhibition Coordinators
Position responsible for: Casual or contract staff on occasion.

As part of this role, the incumbent will develop and sustain constructive working relationships to further develop organisation interests wherever necessary, including but not limited to:

- Representatives from government funding bodies
- Representatives from the National Gallery of Victoria
- Contemporary art, craft, design and cultural organisations
- Public gallery colleagues in Victoria and interstate
- Artists, Curators, Writers and Lenders
- Commercial galleries

Performance Management

Performance is measured annually against key performance indicators included within the organisation's Strategic Plan set by the Board of Management as well as Performance and Development Review by Director.

Key Selection Criteria

Essential Criteria

To effectively carry out the role of this position, the following attributes are required:

- High level administration support skills with full range of computer skills including proficient use of Microsoft Office suite, social media and Adobe design programs and Wordpress;
- Excellent knowledge and understanding of the contemporary art, craft and design sector, and gallery and museum practices in Victoria and interstate;
- Strong planning and organization skills, with exceptional attention to detail;
- Well developed interpersonal and communication skills, both written and oral maintain a responsive, professional, open and enthusiastic manner with internal and external stakeholders, including the regional gallery network and the ability to problem solve in to difficult situations;
- Current driver's license.

Desirable Criteria

- Successful completion of a tertiary qualification in the visual arts with specialisation in museum studies highly regarded;
- Experience in MYOB programs;
- Experience with loan agreements and contracts for artists, curators and private lenders.

About NETS Victoria

Our Vision

Increasing the opportunities for regional communities to experience high quality contemporary art, craft and design through exhibitions and programs.

Our Goals

1. Presenting fresh and innovative contemporary art programs

Collaborating with artists, curators, art galleries, other cultural institutions and NETS Australia to co-create and co-present regional communities with fresh and innovative contemporary art programs.

2. Increasing regional audience engagement

Working with regional galleries to develop their audiences by increasing awareness of our collaborative programs and providing high quality public and learning programs.

3. Increasing the capability of regional galleries to present quality contemporary art programs

Working with NETS Australia to develop and demonstrate best practice exhibition support services for our touring programs, providing quality professional development opportunities for regional gallery staff and developing contemporary art networks within and beyond regional communities.

4. Developing a sustainable organisation

Developing and sustaining the capability of the organisation to implement its purpose and achieve its goals by increasing the engagement of the Board and volunteers, extending collaborations with cultural institutions, expanding the use of new technologies and increasing financial and in-kind support from our funders and philanthropists.

Our Mission

To increase access for audiences across Victoria through touring exhibitions, projects, publications and learning programs.

To support the public gallery sector across regional Victoria – and where beneficial, metropolitan and interstate locations – in presenting and promoting outstanding exhibitions that set industry benchmarks and develop new and diverse audiences.

To encourage the growth of contemporary art practice through support and advocacy for artists, professional development for curators and advice and touring support for the visual arts sector.

Our Values

- > Innovation and creativity
- > Excellence and best-practice
- > Collaboration, support and exchange
- > Integrity and professionalism

Organisational Overview

Established in 1985, National Exhibitions Touring Support (NETS) Victoria is the peak body for visual arts touring in the state of Victoria.

We provide opportunities for metropolitan and regional communities to access the best contemporary Australian art, craft and design – wherever they live.

NETS Victoria partners with organisations to develop and tour innovative exhibitions that engage with a diverse audience. We also administer the annual Exhibition Development Fund (EDF) grants program, which enables institutions to appoint independent curators or provide their own staff with opportunities to develop new contemporary art, craft and design touring projects. Seed funding of up to \$10,000 is available, which is devolved from Creative Victoria.

Our touring exhibitions are supported by quality publications such as catalogues, websites, education resources and other material. We also work with galleries to develop workshops and talks by practising artists and curators.

NETS Victoria aims to support metropolitan and regional galleries through the provision of relevant, quality services and professional development opportunities. We also provide professional touring advice and support at no cost.

Other relevant information

- Position is offered as an Individual Employment Agreement and is dependant on the availability of external funding allocated annually and triennially.
- The incumbent will be required to travel intra and interstate.
- The incumbent must also be available to attend meetings and functions after hours.
- Conditions of employment are specified in the Individual Employment Agreement and National Exhibitions Touring Support (NETS) Victoria - Employment policies and procedures manual.

About this role statement

As NETS Victoria evolves to meet the changing needs of regional Victorian public galleries and their audiences, so will the roles required of its staff evolve. As such, applicants should be aware that this document is not intended to represent the role which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, specifics of the incumbent's role will be described in performance plans developed by the incumbent and the NETS Victoria Board of Management.

Further information

Visit our website at www.netsvictoria.org or contact NETS Victoria to access Annual Reports and the current Strategic Plan.

National Exhibitions Touring Support (NETS) Victoria

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