

NETS VICTORIA.

National Exhibitions
Touring Support Victoria

POSITION DESCRIPTION

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| POSTION TITLE: | First Nations Engagement Coordinator |
| REPORTS TO: | NETS Victoria Director |
| SALARY: | \$63,000 pro rata + 9.5% superannuation |
| CONTRACT: | Part Time 0.4 FTE - 12-month fixed term (2 days, 15.2 hours per week) |
| CONDITIONS: | This position is only available to Australian Aboriginal and Torres Strait Islander People. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the <i>Racial Discrimination Act 1975</i> (Cth), and section 12 of the <i>Equal Opportunity Act 2010</i> (Vic). |
| Last updated: | August 2020 |

Organisational Relationships

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|----------------------------|-------------------------|
| Position reports to: | Director, NETS Victoria |
| Position works with: | Exhibition Coordinators |
| Positions responsible for: | No direct reports |

Office Location: working from home/ virtually until government regulations allow otherwise. Ordinarily, office is at Federation Square, NGV Australia.

About Us

NETS Victoria delivers extraordinary contemporary art, craft and design to regional Victoria and beyond. We work closely with curators and galleries to develop ambitious and stimulating exhibitions that foster the exchange of ideas and promote new works by a diverse range of leading and emerging Australian artists.

Our vision

A regionally engaged contemporary art audience throughout Australia.

Our goals

Service delivery to the visual arts sector – The delivery of contemporary art, craft and design projects through partnerships with curators, artists, arts organisations and regional galleries.

Outreach to audiences – The engagement of a diverse audience in regional Australia via exhibitions, commissions, learning programs, digital platforms and publications.

Sustainability and growth – The creation of sustainability and growth for our organisation and as a consequence for the visual arts sector we service.

Our values

Innovation and creativity
Excellence and best practice
Diversity, collaboration and support
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. NETS Victoria aims to support Victorian galleries through the provision of relevant, quality services and professional development opportunities.

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.

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.

Position Objective

This is a newly created fixed-term position. The First Nations Engagement Coordinator supports the development and presentation of an outstanding program of First Nations content. This position is responsible for liaising with First Nations artists and supporting the coordination of projects which are specifically First Nations. It is expected that the incumbent will establish and build strong and productive relationships between NETS Victoria and a range of Indigenous organisations and community members. The role will also contribute to the coordination, logistics and presentation of NETS Victoria touring exhibitions and public programs which include First Nations artists. The successful applicant will work collaboratively with the NETS Victoria team to provide input to the artistic program, overseen by the Director.

This position may require 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:

- Liaise with First Nations artists and support the coordination of any projects which are specifically First Nations
- Identify opportunities and assist in preparing funding submissions for exhibitions and projects which are specifically First Nations focused, draft budgets, monitor expenditure, prepare reports and acquit grants in support of the artist program
- In consultation with NETS Victoria colleagues and receiving galleries, research, plan and implement public programs designed to increase audiences understanding and appreciation of First Nations art, craft and design
- Develop and maintain successful working internal and external relationships, actively contributing to the NETS Victoria team and delivering a high level of customer service to external stakeholders, promoting and enhancing the professional image of NETS Victoria

- Contributing to the NETS Victoria Artistic Program Advisory Committee as required including administrative support
- 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.
- Undertake other accountabilities or duties as directed which are within the employee's skill, competence and training.

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 and Public Galleries Association of Victoria
- Contemporary art, craft, design and cultural organisations
- Public gallery colleagues in Victoria and interstate
- First Nations artists, curators, writers and lenders
- Commercial galleries representing First Nations artists
- Representatives from NETS Victoria's Artistic Program Advisory Committee

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 Plans and Review by the Director.

Key Selection Criteria

- Demonstrated engagement with First Nations artistic and cultural practice and communities in Victoria and nationally
- Strong knowledge of current practice, debates, theory, history, display and technical production and installation of contemporary art and First Nations cultural practices
- Sound knowledge of artists, institutions, established networks, peers and contemporary art contexts nationally
- Well-developed interpersonal and communication skills, both written and oral to 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 difficult situations
- High level organisational and administrative skills including computer literacy skills (including Microsoft Office, WordPress and InDesign desirable) and a proven ability to manage complex tasks simultaneously, prioritise work and meet strict deadlines.

Requirements

- Tertiary education in art history, curatorship, visual arts or similar
- Experience working with First Nations artists and/or organisation/s

Desirable

- It is preferred that the successful candidate has a valid Victorian Driver's Licence

Note

All staff at NETS Victoria require a Working with Children's Check and First Nations Cultural Training. Where required, associated costs can be directed to the organisation, upon appointment to the role.

The successful candidate will be required to provide either:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person; or
- a confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Applications

Enquiries to Claire Watson, Director, NETS Victoria: 03 8620 2007

Applications must be submitted by email to:

Claire Watson, Director, NETS Victoria. claire.watson@netsvictoria.org

and should consist of:

- A current CV with names of two professional referees
- A cover letter (no more than 1 page)
- Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 3 pages)

Application Deadline: Monday 5 October 2020, 5pm

Interview Date: Tuesday 20 October, between 10am - 4.30pm (held via video conference)

Please note, NETS Victoria is committed to ensuring a minimum of one First Nations representatives being on the Selection Panel.

Position Start Date: Between 26 October and 23 November 2020 (exact date determined in consultation with applicant). New Position - Vacant.

Further information

Visit our website at www.netsvictoria.org

National Exhibitions Touring Support (NETS) Victoria

C/- The Ian Potter Centre: National Gallery of Victoria, Australia Federation Square

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