
POSITION DESCRIPTION

POSITION TITLE: Exhibitions Coordinator

Last updated: April 2023

Position Objective

This position is responsible for the coordination, logistics and presentation of NETS Victoria touring exhibitions and public programs.

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

NETS Victoria is an equal opportunity employer. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability. Reasonable adjustments can be negotiated.

Duties and Responsibilities

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

- Coordinate the NETS Victoria contemporary art, craft and design 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 tour documentation and support including exhibition touring manuals, loan agreements, condition reports, exhibition design, insurance schedules and or indemnity applications and other documentation, develop risk assessments and coordinate freight schedules.
- Oversee the packing and handling of works of art for tour, exhibition display requirements and installation and demounts to professional museum standards. Observe and maintain OH+S regulations and practices at all times.
- Identify opportunities and assist in preparing funding submissions for exhibitions and projects, draft budgets, monitor expenditure, prepare reports and acquit grants in support of the Artistic Program.

- In consultation with NETS Victoria colleagues and receiving galleries, research, plan and implement public programs designed to increase audiences understanding and appreciation of contemporary art, craft and design. Develop marketing material including social media posts and media releases.
- 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.
- Provide administrative support for the NETS Victoria program, including filing, answering enquiries, word processing, raising invoices, banking, maintaining databases, taking minutes at meetings, program evaluation, provide touring advice and support to the public gallery sector and prepare exhibition reports, grant applications and acquittals as required. Update the NETS Australia website, monitor the general e-mail account and post exhibition catalogues to venues and customers, as required.
- Oversee touring exhibition budgets and financial reports for acquittals.
- Undertake other accountabilities or duties as directed which are within the employee's skill, competence and training.
- Physical capability of handling works of art within normal gallery and exhibition requirements.
- Contribute proactively to an organisational culture of inspiration and positive collaboration.

Inherent Requirements of the Position

Repetitive or Sustained Forces

- Twisting the back more than 20 degrees
- Bending the back forwards or sideways more than 20 degrees
- Reaching forwards or sideways more than 30 cm from the body
- Lifting or lowering artworks, equipment and furniture with various gallery staff and team members and within each person's capacity
- Occasional use of ladders or step ladders and reaching above the head to hang or remove artworks
- Using lifting tools (ladders, trolleys) to move larger items working with various gallery staff and team members and within each person's capacity
- Walking regularly around various gallery spaces including up and down staircases
- Painting, repairing and fixing gallery equipment such as plinths, moveable walls and display cases, on occasion

- Installation and de-installation of artworks and exhibition furniture working with various gallery staff and team members and within each person's capacity

Interpersonal Skills/ Personal Attributes:

1. Strong verbal and written communication skills (including negotiation and customer service skills and ability to write external reports).
2. Empathy and Cultural Awareness – ability to effectively communicate with diverse people.
3. Relationship Building – demonstrated ability to engage and establish professional relationships with the local, regional and national arts community.
4. Team Work – demonstrated ability to work effectively both independently and co-operatively as part of a team.
5. Problem Solving – demonstrated ability to resolve problems within the scope of the position.

Organisational Relationships

- Position reports to:** Director, NETS Victoria
- Position works with:** First Nations Engagement Coordinator / Manager, Partnerships and Communications / Exhibition Coordinator team and Administration / Communications assistants
- 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 organisational interests wherever necessary, including but not limited to:

- Representatives from government and philanthropic 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
- Artists, Curators, Writers and Lenders
- Commercial galleries, freight and crating companies

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 the Director and generally, a representative from the Board.

Key Selection Criteria

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

- Successful completion of a tertiary qualification in the visual arts with specialisation in museum studies highly regarded
- Demonstrated understanding of the historical and contemporary issues that affect First Nations People and experience working with First Nations People, LGBTQI+, culturally and linguistically diverse, people with disability.
- Excellent knowledge and understanding of the contemporary art, craft and design sector, and gallery and museum practices in Victoria and interstate
- Demonstrated experience in exhibition project management, including the documentation, conservation, movement and tracking of works and the coordination of incoming loans from artists, private lenders and institutions
- Experience in the care, packing, handling, installing and display of contemporary art, craft and design to museum standards, and working with different gallery display systems, along with an understanding of contemporary exhibition design and practice
- 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
- High level organisational and administrative skills including computer literacy skills and a proven ability to manage complex tasks simultaneously, prioritise work and meet strict deadlines
- Must be proficient in Microsoft Office suite. Experience in Ortelia, Photoshop, InDesign and MYOB desirable
- Current drivers license desirable

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.
- This position requires a Working With Children Card.

Read and understood : Signature

Full name

Date