

GERTRUDE CONTEMPORARY

Position Description

POSITION TITLE	Exhibition and Studio Coordinator
POSITION TYPE	The Exhibition and Studio Coordinator position is a part-time (0.8 FTE), fixed-term role to 31 December 2019 with the intent to extend beyond this contract period dependant on funding availability.
REMUNERATION	The salary is \$43,000 per annum plus 9.5% superannuation (this will be paid on 0.8 FTE pro-rata equivalent of \$34,400 per annum plus 9.5% superannuation)
REPORTING STRUCTURE	Reporting to: Artistic Director Direct reports: None
KEY RELATIONSHIPS	Internal: Board, Staff, Studio Artists, Exhibiting Artists and Volunteers External: Collaborative Partners, External Contractors
LOCATION	The position is located at Gertrude Contemporary across our two sites at 21-31 High Street, Preston South VIC 3065 and 44 Glasshouse Road, Collingwood VIC 3066.
HOURS	This is a part-time position – 0.8 FTE – or eight days per fortnight. Normal working hours are Tuesday to Friday 9.30am-5.30pm, or as otherwise agreed to meet the particular needs of the organisation's activities. In addition to these hours you will be required to attend openings and other events as required by the Artistic Director.

POSITION PURPOSE

The Exhibition and Studio Coordinator supports the Artistic Director to implement Gertrude's artistic program, including both the exhibition program and the studio program.

The Exhibition and Studio Coordinator in particular, provides support for: exhibition production, logistics, installation and de-installation; maintenance and enhancement of Gertrude's gallery and studio complex environments; technical requirements for Gertrude programs and events; and studio program day-to-day requirements and enhancement of the studio artist experience.

KEY RESPONSIBILITIES

EXHIBITION MANAGEMENT	<ul style="list-style-type: none"> • Facilitate exhibition production and logistics • Undertake exhibition installation and de-installation processes • Coordinate the contracts, financial arrangements and loan agreements for exhibiting artists and contractors • Support the development of the documentation, training, adherence and continuous improvement of WH&S practices for exhibition installation and de-installation • Administer the open-call studio application process • Support budget tracking for exhibition projects
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	<ul style="list-style-type: none"> • Coordinate the annual Gertrude Studios Exhibition • Facilitate maintenance and enhancement works to the exhibition spaces as required • Coordinate the storage, security, use and maintenance of Gertrude's exhibition fabrication tools, equipment and physical assets • Contribute to funding applications to support the exhibition program
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Provision of technical set-up and assistance for Gertrude programs and events
STUDIO MANAGEMENT	<ul style="list-style-type: none"> • Liaise and work with studio artists on a day-to-day basis to ensure the smooth operation of the studio program • Administer the open-call studio process, the studio residency program, and other relevant initiatives • Coordinate the intake of studio artists and residencies and sub-letting arrangements • Facilitate artist introduction schedules for visiting curators and other arts professionals • Support research into potential partnerships and funding opportunities to support the aims of the studio and residency program • Facilitate and undertake maintenance works in the studio complex as required • Work with the Director, Business and Operations, to coordinate the contract and financial arrangements for the studios

Note: The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position of this level.

ESSENTIAL SELECTION CRITERIA:

- Demonstrated experience planning and delivering the installation of a range of exhibitions across visual artforms.
- Knowledge of common audio-visual equipment and the display of multi-channel new media in a gallery context.
- Administrative experience and the ability to work to within defined budgets and timelines.
- Knowledge of and commitment to maintaining, developing and documenting best practice WH&S during installation and de-installation of exhibitions.
- Strong interpersonal and communication skills and the capacity to work as part of a small team.

DESIRABLE SELECTION CRITERIA:

- Tertiary qualification in visual arts or equivalent.
- Interest in and commitment to contemporary visual arts practice with existing personal/professional networks.
- Unrestricted drivers' licence.