

GERTRUDE

Position Description

Position Title	Exhibition & Studio Coordinator
Position Type	Part-time role (0.8 FTE), 2-year contract
Remuneration	\$66 – 70k per annum pro-rata to 0.8 plus 12% super
Reporting Structure	Reporting to: Artistic Director and Executive Director Direct reports: None
Key Relationships	Internal: Staff, Studio Artists, Exhibiting Artists and Volunteers External: Exhibiting Artists, Program Partners, Contractors
Location	The position is located at Gertrude Contemporary at 21-31 High Street, Preston South, (primary) and 44 Glasshouse Road, Collingwood (secondary). With travel to other sites on occasion.
Hours	This is a part-time position – 0.8 FTE – or eight days per fortnight. Normal working hours are Monday to Thursday 9.30am-5.30pm, to increase during installation periods and decrease accordingly, as part of an agreed Flexible Working Arrangement.

POSITION PURPOSE

The Exhibition & Studio Coordinator works closely with the Artistic Director and Curator to deliver Gertrude's exhibition program. The Exhibition & Studio Coordinator supports exhibition lifecycle management, including planning, production, logistics, installation and de-installation; maintenance and improvement of Gertrude's facilities; technical requirements for Gertrude programs and events; and support for the studio program and artists.

KEY RESPONSIBILITIES

Artistic Program (Exhibitions, Studios, Public Programs & Events)	<ul style="list-style-type: none"> Facilitate exhibition production management including planning, logistics, and delivery with the Artistic Director and/or Curator Undertake and lead exhibition installation and de-installation processes at Gertrude Contemporary, Gertrude Glasshouse and Gertrude offsite projects Coordinate install support and specialist contractors with the Artistic Director and/or Curator when required Coordinate look-ahead schedule with staff team to identify peak demand periods and ensure coverage during install/deinstall Coordinate all aspects of AV and technological requirements of exhibitions and public programs Coordinate freight logistics for incoming and outgoing artworks Support budget tracking for exhibition projects as required Coordinate technical set-up and assistance for Gertrude programs and events Provide technical support and advice to studio artists when possible Support the drafting of contracts for participating artists
Facilities	<ul style="list-style-type: none"> Coordinate the site induction of studio artists, exhibiting artists, contractors and volunteers as required including maintenance of induction materials, key registers and OH&S requirements Facilitate and/or undertake maintenance and upgrade works at Gertrude Contemporary and Gertrude Glasshouse Lead the development of the documentation, training, adherence and continuous improvement of OHS practices for exhibition installation

	<p>and de-installation, workshop and office spaces (with Gallery & Education Manager)</p> <ul style="list-style-type: none"> • Oversee the storage, security, use and maintenance of Gertrude's tools, equipment and physical assets • Maintain studio facilities including the move in and move out maintenance of the studio spaces in conjunction with the artists
Statutory & Additional	<ul style="list-style-type: none"> • Support front of house and visitor experience at Gertrude Contemporary and Gertrude Glasshouse as requested • Support the scheduling and induction of volunteers with team • Support the production and post-production of digital program documentation • Identify, recommend and implement new administrative and compliance processes as required

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.

Selection Criteria

- Relevant tertiary or industry qualification and/or equivalent professional experience in fine art, arts management, architecture or technical production
- Demonstrated experience in planning and delivering the installation of a range of exhibitions across visual art forms
- Capacity for creative and practical problem-solving within the context of presenting exhibitions
- Knowledge of and experience in planning, preparing and installing digital content and audio-visual equipment within gallery contexts
- Administrative experience and the ability to work within defined budgets and timelines
- Knowledge of and commitment to maintaining, developing and documenting best practice OHS during installation and de-installation of exhibitions
- Strong interpersonal and communication skills, and a proactive approach to working as part of a small team
- Knowledge of the visual arts sector, including an understanding of galleries and cultural spaces in and around Naarm Melbourne
- Unrestricted Driver's License
- Current Victorian Working with Children Check (or ability to obtain prior to commencement).