

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 CuratorUndertake and lead exhibition installation and de-installation processes at Gertrude Contemporary, Gertrude Glasshouse and Gertrude offsite projectsCoordinate install support and specialist contractors with the Artistic Director and/or Curator when requiredCoordinate look-ahead schedule with staff team to identify peak demand periods and ensure coverage during install/deinstallCoordinate all aspects of AV and technological requirements of exhibitions and public programsCoordinate freight logistics for incoming and outgoing artworksSupport budget tracking for exhibition projects as requiredCoordinate technical set-up and assistance for Gertrude programs and eventsProvide technical support and advice to studio artists when possibleSupport 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 requirementsFacilitate and/or undertake maintenance and upgrade works at Gertrude Contemporary and Gertrude GlasshouseLead 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).