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## POSITION DESCRIPTION

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Position title: Programs Coordinator

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Category of employment: Permanent Full-Time

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Reports to: Artistic Director/CEO

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Closing date: 08.09.2022

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### NORTHSITE CONTEMPORARY ARTS

NorthSite is a leading contemporary art gallery located within the Cairns CBD. Each year, NorthSite engages with over 300 artists to deliver exhibitions and programs to Far North Queensland and beyond.

The NorthSite Mission is to link ideas, artists, audiences and supporters to present contemporary art and design that brings people together, stimulates conversation and provides transformative experiences.

### POSITION DESCRIPTION

The NorthSite Programs Coordinator is responsible for the effective and efficient coordination of the not-for-profit arts company's public programs.

The program focus is three-fold, firstly through the delivery of programs that enhance access, engagement and understanding of NorthSite exhibitions at Bulmba-ja (96 Abbott Street), secondly to provide artistic professional development and artsworkeer training within Far North Queensland, and thirdly to connect with community and coordinate a program of arts education through workshops, residencies, events and excellence-in-printmaking initiatives at NorthSite Art Studios (55 Greenslopes Street).

In collaboration with the Artistic Director/CEO, The Programs Coordinator has scope to shape their role through the development of signature programs, and is expected to use their skills and lateral thinking, working closely to engage paid-facilitators and to deliver meaningful programs for artists, participants and audiences.

The role is tasked with connecting with community, planning, delivering, tracking and documenting activities, delivering inductions and educational tours, ordering supplies in-line with financial processes and budgets, managing volunteers and casual workshop facilitators, coordinating a weekly off-site art studio schedule to ensure smooth operation, safe and equitable access, managing workshop maintenance schedules and bookings and reporting upon delivery of activities against set strategic objectives.

The NorthSite public programs delivered will model not only best-practice but also define arts industry creative leadership and reflect the values of NorthSite, which are: Accessibility, Creativity, Connectivity, Experience, Sustainability, Success & Succession.

The Programs Coordinator will ensure that the employment and new pathways of experience, skills-development and new income generation for local artists is a priority and will through their work develop a successful and sustainable weekly workshop program at NorthSite Art Studios.

The Programs Coordinator is charged with financial coordination of the project budgets and supports research and sourcing revenue for extending the programming opportunities while showing sensitivity and skill required in working within a not-for-profit charity context. Individual performance is reviewed annually to enhance performance, confidence and skill, using metrics related to the Company's commitments to funding partners.

Individual KPIs are developed with the employee, based upon quality of output, relationships, subscription and participation rates, revenue generation for artists and the Company, as well as experiential feedback gathered through surveys.

The Programs Coordinator should possess strong communication skills, excellent project management skills with the ability to manage numerous projects of various scope and scale at once, and have experience in a professional arts studio and/or arts education context. The incumbent should be well-organised and flexible in order to manage ongoing projects and competing deadlines with routine tasks and special activities. The incumbent should also have an understanding of the priorities/ strengths/gaps in the northern Queensland and Australian arts sector and a mind for developing programs that satisfy multifaceted objectives and goals, including increasing participation in art for enjoyment, skills-development, touring, professional printmaking and arts-worker training.

The role will implement and maintain high-level Operational Safety and Health (OSH) practices at all times. Represent NorthSite at relevant industry meetings, events, conferences and functions. Work with a range of regional and remote based organisations in different parts of the state - some travel will be essential. Contribute to the development and implementation of future Strategic Plans.

NorthSite presents and promotes contemporary and experimental practice through the work of Far North Queensland artists and celebrates the cultural diversity of the North. This position requires a person that can work across diverse Aboriginal, Torres Strait Islander and other local cultural groups and engage the contemporary arts community liaising with artists, guest curators, sponsors, partners, and others.

This position works in close consultation with colleagues, in particular the Artistic Director/CEO, Events and Content Producer, Communications Coordinator and Curator, to deliver programs that align with the financial and strategic objectives of the organisation and support the NorthSite vision, purpose and values.

## **RESPONSIBILITIES**

The Programs Coordinator is responsible for:

- Development and delivery of all NorthSite public programs.
- Facilitate and deliver talks, educational tours, events and panel discussions.
- Develop and deliver public learning programs to wide target audiences.
- Management of NorthSite Art Studios, including volunteer rostering, studio and booking coordination, WH&S, key and training registers and building maintenance schedules.
- Maintain and update NorthSite Workshops and NorthSite Art Studios procedures manuals.
- Delivery of programs associated with NorthSite exhibitions in partnership with colleagues including Curator and Events/Content Producer.
- Deliver programs to enhance relationships with members, sponsors, patrons and volunteers to promote NorthSite and further its aims in the arts community.
- Develop systems for scheduling and managing a range of activities involving various parties.
- Attract sponsorship and in-kind support for activities.
- Work with Communications Coordinator to document and provide educational content and copy for social media posts, promotions and news articles.
- Seek project funding and manage individual development program budgets.
- Provide statistical data and qualitative reporting for grant and program acquittals.
- Provide visitor service and administration services.
- Schedule programs associated with gallery exhibitions.
- Maintain strong relationships with educational partners, teachers, and current students to deliver relevant extensions to coursework and professional development pathways at the gallery.

- Manage documentation and communications, AV requirements of programs.
- When required, provide support to exhibition preparation, installation, and openings.
- Order materials and equipment, in line with NorthSite purchasing policies and budgetary requirements.
- Ensure safe workspaces and suitably stocked stores at NorthSite Art Studios.
- Maintain equipment and artwork inventories equipment and paper registers and monitor stock levels.
- Coordinate offsite workshops, including engagement of external facilitators and tutors and programs, material supplies, maintenance, security and access to building, advertising, bookings, budgets and financial records.
- Source information for funding applications, acquittals, funding proposals to grant funding bodies, trusts and sponsors.
- Support marketing, advertising, and promotional activities with the Communications Coordinator.
- Undertake safe-handling and storage of artworks, in particular works on paper.
- Assist with research/development/implementation of professional development programs including symposia, interdisciplinary festivals, conferences, residences, special projects, and consultancies.
- Provide draft copy to Artistic Director/CEO for programs content for website and other promotional channels.
- Carry out other duties within skill range as determined by the Artistic Director/CEO.

### **ESSENTIAL CRITERIA**

Applicants must be able to demonstrate commitment and experience in related roles, with:

- Excellent communication skills;
- Ability to prioritise work and meet deadlines, self-motivated and resourceful;
- Understanding of artistic practices and studio environments, and an understanding of the arts sector, best-practice models with professional experience in art, craft, events, design, service, music or publishing industry;
- Ability to show initiative and flexibility in the performance of duties and the ability to work autonomously and act without supervision as well as part of a team to meet deadlines and manage weekly priorities;
- Knowledge and understanding of the visual contemporary arts industry and ability to articulate important issues relating to the arts;
- Public program administration - planning, development and delivery including statistical reporting of programs;
- Experience in safe-handling of works of art and hazardous materials;
- Proven project management skills, including financial management and contract management;
- Ability to maintain databases and mailing lists;
- Knowledge of all-ability and diversity access principles, high cultural competency;
- Precise attention to detail and commitment to accuracy;
- Good time-management skills and ability to manage workflow and provide regular updates to colleagues and Artistic Director/CEO.

## DESIRABLE

Experience with and interest in:

- Contemporary arts, experimental practice and visual culture;
- Installation including technical equipment, data projectors, DVD players and sound equipment;
- Fine-art printmaking;
- Archiving and research work and ability to undertake long-range planning;
- Working with artists in presenting and promoting their work;
- Experience working with volunteers;
- Computer systems, software integrations and applications including Microsoft Office, Filemaker Pro, Trello, Hubspot, Vend, Eventbrite and Adobe.

## KEY RELATIONSHIPS

- Reports to the NorthSite Artistic Director/CEO.
- Internal liaisons – NorthSite Board of Directors other staff including Executive Administrator, Curator, Communications Coordinator, Retail Manager, Gallery Officer, Events and Content Producer, volunteers, studio technicians, engaged facilitators, artists and other Bulmba-ja tenants.
- External liaisons – workshop participants, patrons to the galleries, program participants, community, industry and business associates.

## HOW TO APPLY

Please read through the *Position Description* to ensure you meet the criteria.

Provide the following information listed below and email it to [director@northsite.org.au](mailto:director@northsite.org.au) by the closing date.

- Your current CV, including 3 referees
- 1-2 page letter responding to the Essential Criteria

NorthSite is assisted by the Australian Government through the Australia Council, its arts funding and advisory body. NorthSite is supported by the Queensland Government through Arts Queensland.

