

## PROGRAMS COORDINATOR

- Permanent, full-time
- Salary: \$65,000 per annum, plus superannuation.
- Locations: NorthSite Contemporary Arts (96 Abbott St Cairns 4870) and NorthSite Art Studios (55 Greenslopes St Edge Hill 4870).

### MISSION:

NorthSite puts artists at the centre of everything we do.

- We cultivate and champion art production, practice and culture in Tropical North Queensland.
- We create opportunities for artists to realise and present exciting ideas.
- We bring artists and audiences together, stimulate conversation, and provide transformative experiences.
- We adhere to best-practice standards of arts governance and operations, which we continually review and improve.
- We are committed to growing social wellbeing, economic empowerment and environmental sustainability for the organisation, the arts sector and communities more broadly.

### POSITION DESCRIPTION

The Programs Coordinator is responsible for the coordination of NorthSite Contemporary Arts' public programs and studios.

The role is focused on the delivery of programs that enhance access, engagement and understanding of NorthSite's exhibitions at Bulmba-ja (96 Abbott Street); providing professional development opportunities for North Queensland arts workers; and coordinating a program of workshops, residencies, and printmaking initiatives at NorthSite Art Studios (55 Greenslopes Street).

In collaboration with the Artistic Director and the CEO, the Programs Coordinator will shape the development of signature programs and engage experienced facilitators to deliver meaningful programs for artists, participants, and audiences.

The Programs Coordinator will ensure that providing employment, professional and skills development and income generating opportunities for local artists is a priority and will develop a successful and sustainable weekly workshop program at NorthSite Art Studios to achieve this.

The Programs Coordinator should possess strong communication and project management skills, with the ability to manage several projects at once and have experience working in a professional arts context. The successful candidate should be well-organised and flexible to manage ongoing projects and competing deadlines. They should also understand the Far North Queensland and Australian arts ecologies, and a mind for developing programs that satisfy multifaceted objectives and goals, including increasing participation in art for enjoyment, skills-development, professional printmaking, and arts-worker training.

NorthSite presents and promotes the work of Far North Queensland contemporary 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 broader arts community including artists, guest curators, sponsors, partners, and other stakeholders.

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

## RESPONSIBILITIES

The Programs Coordinator is responsible for:

- Development and delivery of 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 coordination, WH&S, key and training registers and building maintenance schedules.
- Maintain and update NorthSite Art Studios procedures manual and documentation.
- Delivery of programs associated with NorthSite exhibitions in partnership with colleagues including the Artistic Director, Curator and Events/Content Producer.
- Deliver programs to enhance relationships with members, sponsors and patrons to promote NorthSite and further its aims in the arts and broader communities.
- Develop systems for scheduling and managing a range of activities involving various parties.
- Attract sponsorship and in-kind support for activities.
- Work with the Communications Officer to document and draft content for social media posts, promotions, and news articles.
- Seek project funding and manage individual program budgets.
- Provide statistical data and qualitative reporting for grant and funding acquittals.
- 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.
- 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 stock 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.
- Undertake safe-handling and storage of artworks, in particular works on paper.
- Develop and implement professional development programs including symposia, interdisciplinary festivals, conferences, residences, special projects, and consultancies.
- Carry out other duties as required.

## KEY SELECTION CRITERIA

### Essential Criteria

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

- Excellent communication and interpersonal skills.
- Ability to prioritise workload and meet deadlines, self-motivated and takes initiative.
- Experience working with artists and studio environments, and an understanding of the sector, best-practice models with demonstrated achievement in art, craft, events, design, service, music, or publishing industry.
- Ability to work autonomously, 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 and culture.
- Planning, development, and delivery of public programs, including statistical reporting of programs.
- Experience in safe handling of artworks and studio materials.
- Project management skills, including financial management and contracts.
- Ability to maintain databases.
- Knowledge of all-ability and diversity access principles, high cultural competency.
- Precise attention to detail and commitment to accuracy.

### Desirable Criteria

Experience with and interest in:

- Installation including technical equipment, data projectors and sound equipment.
- Printmaking.
- Archiving, research, and the ability to undertake long-range planning.
- Experience working with volunteers.
- Computer systems, software integrations and applications including Microsoft Office, Filemaker Pro, Trello, Hubspot, Vend, Humanitix and Adobe.

### Key Relationships

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

### To apply

Please provide a current CV and cover letter addressing the selection criteria (max. 3 pages) by email to:

Hamish Sawyer

Acting Director, NorthSite Contemporary Arts

[ad@northsite.org.au](mailto:ad@northsite.org.au)

**Applications close 5pm, Tuesday October 3, 2023.**

If you have any questions about the position, please contact Hamish Sawyer via email ([ad@northsite.org.au](mailto:ad@northsite.org.au)), or phone (07) 4050 9494.