

PRINT COORDINATOR

NorthSite Contemporary Arts seeks a Print Coordinator to revitalise printmaking initiatives and support artists. This role focuses on fine-art printmaking, editioning and offers printmaking development programs specialising in techniques such as intaglio etching, relief printing, screen-printing, and more.

Permanent, full-time

Salary: \$65,000 per annum, plus superannuation.

Location: NorthSite Art Studio (55 Greenslopes St Edge Hill 4870)

ABOUT NORTHSITE

NorthSite Contemporary Arts (formerly KickArts) is a leading arts organisation with a 30-year history of exhibiting exemplary art and supporting contemporary artists in Far North Queensland. The organisation has a fundamental role in ensuring the advancement of contemporary art in Cairns and greater North Queensland, through the on-going development, delivery and promotion of exhibitions, programs, events and provision of artistic services.

Our 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.

NorthSite Art Studios, located within the Cairns Cultural Precinct on Greenslopes Street, (previously run by InkMasters Inc. and as Djumbunji Press) is a professional studio for training, community workshops and the production of high-quality fine-art-printmaking.

POSITION DESCRIPTION

The Print Coordinator is a new position that will drive the activation of the NorthSite Art Studios and the revitalisation of printmaking in Far North Queensland.

Focused on printmaking and print education initiatives, working closely with leading contemporary artists and the broader community, the Print Coordinator will bring a strong network and an innovative, sustainable approach to the role.

In collaboration with colleagues, they contribute to shaping NorthSite Art Studios as a recognised hub for fine-art-printmaking offering various techniques including intaglio etching, relief printing, screen-printing and other print methods.

Prioritising skills development and income-generating opportunities for artists, the Print Coordinator ensures increased participation in print initiatives, effective editioning and costing of new fine-art prints and a positive workshop environment. They will actively support artists from the region to take ideas from conception to actualisation, and acquisition into targeted marketplaces and collections.

Responsibilities include managing the printmaking studios, facilitating workshops, making new print works available for distribution and fostering relationships.

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 works well with varied artists and cultural groups, and engages well with the broader arts community including artists, guest curators, sponsors, partners and other stakeholders.

The Print Coordinator will think critically about the work they undertake in collaboration with artists, by employing strong listening, empathy and engagement skills. The Print Coordinator plays a crucial role in delivering printmaking activities that support NorthSite's vision and mission.

RESPONSIBILITIES

1. Strategic Development:

- Shape development of NorthSite Art Studios as a recognised site of fine art printmaking, and an active hub that also facilitates professional development of artists across creative technology and design.
- Contribute to strategic, operational, business plans and budgets for the Print Program from 2025 onwards.
- Explore new markets for artists with the Retail Manager and contribute to the marketing plan with the Communications Coordinator.
- Contribute to longer term artist studio strategic planning with CEO.

2. Program Implementation and Printmaking:

- Organise education, community workshops, fee-for-service initiatives, and fine art editioning.
- Participate in, and coordinate talks, masterclasses, and consultancies.
- Actively increase the organisation's reputation, participation levels and sales through print initiatives.
- Facilitate outreach programs and foster collaborations, linking back to artist-in-residence program.
- Engage artists, curators, sponsors, partners, and stakeholders in programs.
- Work closely with partners to achieve outcomes.
- Collaborate with the Programs Coordinator to schedule and host weekly activities at NorthSite Art Studios.
- Oversee professional development of printmakers, facilitators, and interns.
- Commission limited edition prints in collaboration with the Artistic Director and Curator.
- Work with Curator to prepare print works for outgoing exhibitions including framing, freight, condition reports and insurance arrangements.
- Provide content for online promotion, sales, and storytelling.

3. Financial Management and Print Administration:

- Work to set budgets and contribute to the formation of detailed strategic, operational and business plans and budgets for the Print Program from 2025 onwards.
- Achieve annual KPIs, contributing to print initiative growth.
- Edition and cost prints for wholesale, retail, and the NorthSite Store.
- Maintain accurate databases records for all prints and stakeholders.
- Contract artists, prepare commissioning agreements, licensing, and support services.
- Identify and seek project support.
- Manage project budgets, stock levels, material orders and sales.

4. Community Engagement:

- Prioritise local artist opportunities.
- Demonstrate high cultural and community engagement skills.
- Travel for delivery of outreach programs.
- Promote wider public engagement with printmaking.

5. Studio and Facility Management:

- Develop effective systems for workflow and resource management.
- Oversee building maintenance, personnel training files, and key registers.
- Implement and oversee WH&S processes.
- Ensure sustainability targets are set and met.
- Conduct inductions, maintain studio order, and manage equipment.
- Present studio to highest professional standards and nurture a positive workshop environment.
- Manage professional print studios and foster relationships to drive sustained growth and productivity.

REQUIREMENTS

- Proficiency in printmaking techniques and education.
- Demonstrated experience in art studio management.
- Experience in developing and delivering printmaking workshops.
- Strong community engagement and facilitation skills to work well with diverse cultural groups and community.
- Ability to effectively edition and cost prints for different markets and outlets.
- Strong ethical approach to printmaking and engagement with artists.
- Team player with autonomy aligned with the organisation's strategic plan.
- Ability to manage multiple projects in an organised and flexible manner.
- Computer and software competency.
- Strong verbal and non-verbal communication skills.
- Current Driver's license.

KEY RELATIONSHIPS

- Reports to Artistic Director and CEO.
- Collaborates with artists, workshop facilitators, peer organisations, community groups, suppliers, members, patrons, NorthSite Curator, Retail Manager, Programs Coordinator, Communications Coordinator, and Administrator.

TO APPLY

If you are passionate about printmaking, community engagement, and supporting a new chapter for printmaking in northern Australia, submit your resume and a cover letter to hello@northsite.org.au by 7 February 2024.

For further details about the position or organisation contact Ashleigh Campbell director@northsite.org.au.

Closing date: 5PM, Wednesday February 7, 2024