

Position Description – Gallery+Studio Coordinator

The Courthouse Gallery+Studio Coordinator acts as an interface between the Hedland community, creatives, organisations and agencies, planning and coordinating programs, special projects, exhibitions and grants. The role is accountable for the coordination of the Gallery+Studio facilities including community outreach programs, creative enterprise and our Store, as well as identifying, investigating and developing opportunities with both existing and new client and stakeholder groups.

The position is flexible with hours, depending on the right candidate. Saturday's will be required to work, depending on program and retail coverage. The role will be based in Port Hedland. At times, the role is required to travel across the Pilbara for specific projects.

Applications including a cover letter addressing the mandatory requirements and resume are to be submitted via email to katie@thejunctionco.com.au by Wednesday, 20 January 2021.

Mandatory requirements

- Experience in arts industry and/or strong background in creative enterprise
- Demonstrated high level of written communication skills, including report writing
- Well-developed planning and project coordination skills
- High level administration skills and strong time management required
- Competent with social media communications
- Strong conceptual thinking and big ideas
- A positive, can-do and non-precious attitude
- Passion for art, creative enterprise and community, design and problem solving
- Strong attention to detail

Strategic

- Look at new opportunities to develop regional creative industries in regards to collaboration, exhibitions and opportunities.
- Look at new program opportunities to develop Hedland's creative reach with regards to exhibition and creative community program opportunities in partnership with the broader Junction team.
- Assist in developing new approaches to programme and project management to improve programme delivery and community connectedness.

Exhibition, program and online management

- Coordinate regional programming:
- All aspects of program delivery and coordination, including; liaising with external contacts (artists, contractors, suppliers, stakeholders) to facilitate the delivery and organisation of components of workshops and programs
- Develop support material for workshops from internal and external contacts (high resolution images, biographies, CVs, image credits, copy etc.)
- Develop program summary content for a variety of platforms (e.g. website, media release, public program, social media, sponsors)
- Devise and manage the itineraries for visiting artists and other VIPS. Devise and manage project schedules/timelines/task registers

- Assist in the facilitation of workshop and program development: gather invoices, source quotes, hire equipment, book freight, book flights and accommodation (where necessary), communicate with Curator and install crew
- Create and distribute e-invitations for all network openings and events, including the establishment and maintenance of a contacts database. Also includes; booking, confirming and maintaining a register of the venue for all stakeholders
- Manage and maintain the galleries content on the website, ensuring that all information is consistently current and accurate
- Support exhibition installations: gather invoices, source quotes, hire equipment, book freight, book flights and accommodation (where necessary), communicate with Curator and install crew
- Process incoming enquiries and ensuring the timely processing of all relevant documentation
- With the Manager, be responsible for the day to day coordination of the retail space, this includes monitoring stock levels, ordering stock, attracting new retail suppliers relevant to the market, ensuring the regular spot stocktakes, as well as annual stocktakes are conducted thoroughly.

Community and Stakeholder Management

- Attend appropriate community meetings to enhance the Junction's presence and seek out opportunities for the Junction to collaborate with others to deliver community requirements.
- Maintain regular contact with local community stakeholders.
- Facilitate the customer/client/community feedback testing and deployment process.
- Support the creation of relationships with key stakeholders in industry.
- Support and enable the work and capability development of volunteers.

Safety & Maintenance

- Ensure operations within the confines of OHS&E legislation and that there is a Safety Management and appropriate induction in place for both spaces.
- Monitoring, recording and promoting of safety performance and OHS requirements as stipulated by contract and legislation.

Planning and Budgeting

- Manage basic approved budget for regional programming.
- Ensure that program expenditure is within the authorised annual budget;
- Plan for programming in advance.

Reporting and Compliance

- Research, compiling and preparing written information about exhibitions and programs.
- Complete internal and sponsor reporting upon the completion of exhibitions and associated programming.
- Actively seek feedback, collate and report the data at the conclusion of each exhibition
- Building and maintaining a database of Hedland based artists and art centres.
- Building a database of community groups and public program stakeholders.
- Provide regular and annual statistical reporting on all programs and activities.
- Complete monthly reporting requirements.