

Bus Projects

GALLERY COORDINATOR & TECHNICIAN

THE POSITION

The Gallery Coordinator & Technician works closely with the Artistic Director to administer Bus Projects' annual artistic program and gallery operations. This hands-on role will coordinate the delivery of a broad range of exhibitions and events, as well as carry out various operational and administrative tasks including gallery maintenance and exhibition install/deinstall.

REPORTING

The Gallery Coordinator & Technician reports to the Artistic Director.

Bus Projects operates on a two-person, part-time creative team including the Artistic Director and Gallery Coordinator & Technician.

HOURS OF WORK

This is a part-time role of 12 hours per week over two days (between Wednesday – Friday). Some evenings and weekend work may be required, taken as time-in-lieu.

SALARY

\$30 p/hour + superannuation

POSITION OBJECTIVES

- Support the Artistic Director to deliver artistic programs that fulfil Bus Projects' role as a leading organisation for Australian artists, with a local, national and international reach.
- Support the Artistic Director to provide a professional and caring environment for artists at all stages of their career.
- Support the Artistic Director to maintain excellent relationships with participating artists, audiences and key stakeholders.

KEY RESPONSIBILITIES

Exhibitions and Programming

- Leading exhibition installation, including communicating with artists and developing an install/deinstall schedule;

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- Assist the Artistic Director to coordinate the delivery of exhibitions, events and public programs, including exhibition openings;
- Assist the Artistic Director to provide curatorial support to artists in the delivery of their projects;
- With the Artistic Director and Artist Advisory Committee, program the annual artistic program from open calls.

Gallery Administration & Maintenance

- Open and close the gallery and manage the front of house gallery desk, welcoming visitors and providing exhibition information;
- Support the Artistic Director to carry out day-to-day administration;
- Support the Artistic Director to coordinate Bus Projects' team of volunteers, such as preparing rosters and onboarding new volunteers;
- Support the Artistic Director to maintain a clean and tidy gallery space, including basic maintenance tasks including painting walls, patching walls, and cleaning floors.

Marketing and communications

- Support the Artistic Director to prepare content for Bus Projects' social media channels and to keep the Bus Projects website up to date;
- Support the Artistic Director to draft and prepare EDMs and other marketing and communications materials, such as events listings;
- Support the Artistic Director to prepare printed roomsheets and other exhibition materials.

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SELECTION CRITERIA

1. Knowledge of the contemporary visual arts sector in Australia and experience delivering exhibitions and public programs.
2. Demonstrated experience with exhibition installation and deinstallation, including proficiency working with AV equipment and multimedia works.
3. Strong written and verbal communication skills, and ability to communicate effectively with both arts and non-arts audiences.
4. Problem solving and creative thinking skills, with the ability to be responsive and resourceful in a fast-paced environment.
5. Ability to work in a small team, as well as independently as required. Able to maintain collaborative working relationships with a range of stakeholders including artists, curators, audiences, volunteers and more.
6. Proficiency with Adobe Creative Suite, Google Drive, and social media and communication platforms including Instagram, Mailchimp, and more.

Desirable but not essential (anything below is a bonus!)

1. Driver's licence.
2. Prior experience working with students, volunteers and/or interns.

HOW TO APPLY

Given the large number of applications we expect to receive for this role, and in recognition of the administrative labour that this involves, we are looking to streamline the application process.

Please submit a cover letter addressing the selection criteria along with your CV (combined into a single PDF) to sophia@busprojects.org.au by Friday 1 March, 5pm AEDT.

Shortlisted applicants will be invited to an in-person interview with a panel of 2-3 interviewers on 13 & 14 March, 2024. Questions for the interview will be provided beforehand.

If you require additional access needs, please get in touch. Unfortunately, we are unable to give feedback to unsuccessful candidates.