



Exhibition and Events Coordinator

Be part of a thriving creative space

We are seeking an experienced exhibitions and events specialist to coordinate the operations of Newcastle Art Space Gallery and deliver a vibrant and diverse program of exhibitions and events.

Recent growth has allowed us to expand our staff, and we are looking to recruit an energetic and talented person who enjoys being part of a fun, hard-working team.

About us

Newcastle Art Space (NAS) is a not-for-profit arts organisation that has nurtured creative talent in the Hunter for more than 30 years.

Our mission is to enrich cultural experiences in Newcastle, the Hunter region and beyond, and to support artists in their practice.

The art space houses the Newcastle Art Space Gallery (NAS Gallery), along with 25 affordable artist studios, workshop spaces including Kara Wood Ceramics, and a public access photography studio. It provides a vital platform for local creatives and gives the community direct access to the creative process, to makers and their work.

Through Newcastle Art Space Gallery we provide opportunities for artists to present, experience, discuss and sell art works. Our gallery program features a dynamic blend of exhibitions and supports the creative freedom of local emerging and established artists and cultural producers.

NAS Gallery is also a venue for networking, professional development and creative events.

We are located on the Tighes Hill TAFE campus alongside Throsby Creek.

Job summary

The Exhibition and Events Coordinator manages the operations of Newcastle Art Space Art Gallery to ensure it continues to be a highly-valued exhibition space in the Hunter.

The position leads the planning and delivery of exhibitions, programs and events for NAS, and works to grow and diversify our audiences.

As Exhibition and Events Coordinator, you will need to work flexible hours, including gallery events on Friday nights and weekends, on a regular basis.

Contract period

The position is for a contract period of 12 months. Appointment will be made subject to three months' probation, periodic performance reviews, and a valid Working with Children Check.

Reporting relationships

The Exhibition and Events Coordinator reports to the Newcastle Art Space Board of Directors.

Key accountabilities

The Exhibition and Events Coordinator will be required to:

1. Develop and deliver the exhibitions and events program, including but not limited to:
 - Forward plan and maintain the exhibition and events program schedule
 - Manage NAS Gallery scheduling, actively seeking artists and opportunities to and fill vacancies as required
 - Ensure exhibitions and events comply with NAS core values
 - Curate exhibitions (when required)
 - Liaise with artists
 - Ensure exhibitions are delivered on time
 - Work to grow and diversify audiences
2. Manage administration functions including, but not limited to:
 - Oversee exhibition contracts, invitations, and social media posts
 - Process gallery sales and payments
 - Maintain exhibition, artist, and customer databases
 - Provide monthly reports to Board on income received and projected
3. Manage operational functions including, but not limited to:
 - Manage both installation and de-installation of exhibitions within specified timeframes
 - Coordinate gallery sitting/staffing for exhibitions
 - Maintain a toolkit and equipment for exhibition install/de-install
 - Coordinate openings, de-install, and artwork collection
 - Attend openings where possible
 - Coordinate speakers and attendance at events
 - Ensure COVID compliance to government requirements

Qualifications

Qualifications in areas including arts administration, museology, curatorial studies, events management will be highly regarded. Demonstrated experience is essential.

Selection criteria

The Exhibitions and Events Coordinator will have:

1. Ability to work Friday nights of exhibition openings and at weekend events as required
2. Demonstrated success in gallery and events management, and curatorial experience
3. Excellent communication and interpersonal skills including a mature and professional approach to customer service
4. Excellent attention to detail and the ability to organise and prioritise tasks effectively to achieve KPIs
5. Ability to problem solve, ask questions when needing further clarification and report issues to management in a professional manner
6. Excellent presentation skills and is confident and attentive
7. Dedicated, committed, hardworking team member
8. Strong computer skills including the ability to use MS Word, Outlook, Excel, email and internet
9. Ability to use financial management software and experience using Xero would be highly desirable
10. Experience with COVID-safe requirements for venues

The successful applicant will be required to obtain and maintain a Working with Children Check.

We are an inclusive organisation and encourage people from all backgrounds to apply, including people with a disability, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people identifying as LGBTIQ+.

Remuneration and benefits

The conditions and rates of pay are in accordance with NAVA Code of Practice, Chapter 7, Rates of Pay, Specialist Middle Manager.

- Hourly wage: \$28 per hour
- Responsible to: Board of Directors
- Hours: Part-time - 18 hours per week
- Sick leave: Pro rata
- Holiday leave: Pro rata
- Super: Superannuation Guarantee

To apply

To apply, you need to provide:

- Your CV including 2 referees
- A cover letter (max 3 pages) demonstrating how you fulfil the selection criteria above.

Applications are due on Tuesday 17 August and must be submitted online at www.newcastleartspace.org.au/jobs

For enquiries contact Newcastle Art Space on **0423 076 799** or email jobs@newcastleartsapce.org.au