



ROLE DESCRIPTION

Job Ad Reference: QLD/QAG281356

Closing Date: Tuesday 17 July 2018

POSITION TITLE: Project Coordinator, Exhibitions Management

LEVEL: PO4

LOCATION: Queensland Art Gallery | Gallery of Modern Art, Brisbane

STATUS: Permanent, Flexible Full Time

ABOUT THE GALLERY

The Queensland Art Gallery | Gallery of Modern Art (The Gallery) in Australia, is Queensland's premier visual arts institution aiming to connect art and people. The Gallery is located on the South Bank of the Brisbane River and is part of the Queensland Cultural Centre Precinct.

The Gallery currently has a multi-disciplinary staff of approximately 260 and a community access program that includes Volunteer Guides, Volunteer Information Officers and volunteers serving in the Library and Curatorial areas. The Gallery provides a dedicated regional program as well as offering professional services throughout the State. The Gallery is highly regarded for its innovative audience access strategies, and is recognised internationally for its leadership role in developing interactive art projects for children, through the Children's Art Centre.

The Gallery is a statutory body managed by the Queensland Art Gallery Board of Trustees under the *Queensland Art Gallery Act 1987*.

If you would like further information about the Gallery please visit our website at: <http://www.qagoma.qld.gov.au/>

The Gallery's Vision and Mission Statements, and strategic principles are:

VISION To be the leading institution for the contemporary art of Australia, Asia and the Pacific

MISSION To engage people with art and artists through memorable and transformative experiences onsite and online

PRINCIPLES Access for all
Recognition of Aboriginal and Torres Strait Islander peoples
Leadership through research, learning and innovation
Commitment to a sustainable, collaborative and inclusive culture

ABOUT THIS ROLE

This position works with the Exhibitions Manager to coordinate and project manage exhibitions at the Queensland Art Gallery | Gallery of Modern Art including incoming and internally generated touring exhibitions. The position works with the Exhibitions Manager to develop and coordinate exhibition schedules as well as develop, monitor and implement budgets, develop and negotiate contracts and produce high level reports and correspondence.

KEY DUTIES

1. Work closely with the Exhibitions Manager and key stakeholders to coordinate exhibitions and displays across the Gallery's two sites, including developing the Gallery's exhibition schedule, applying project management skills and liaising with national and international organising institutions, exhibition organising bodies, artists and senior staff.
2. Work closely with the Exhibitions Manager and other departments to coordinate touring exhibitions nationally and internationally including long range exhibition planning and scoping.
3. Negotiate, coordinate and develop exhibition-related contracts, including with artists, guest curators, organising institutions and participating venues, and ensure that contractual obligations are met. Develop applications for exhibition indemnity and other relevant programs, as required.
4. Work closely with the Exhibitions Manager and other senior staff to develop, implement and monitor exhibition budgets and provide analysis and problem solving related to budget outcomes, as well as coordinate budgets for grant applications and reporting. Preparing budget reports and long term forecasts for the long range exhibition program.
5. Coordinate and prepare various documents, including the Gallery's exhibition information resources, project timelines; exhibition-related correspondence; exhibition reports for organising institutions; reports for Executive Management and Trustees; and responses to exhibition-related proposals and inquiries from national and international institutions, artists and members of the public.
6. Coordinate, participate in or lead exhibition project meetings, including coordinating meeting agendas and minutes.
7. Participate or lead multidisciplinary project teams

ARE YOU THE RIGHT PERSON FOR THE JOB?

To be successful in this role you will be able to demonstrate the following capabilities as they apply to the role:

Technical:

Possession of a relevant tertiary qualification in arts administration, museum studies, arts management or an equivalent degree from a recognised tertiary institution and demonstrated experience of project management position in an art museum environment.

Supports Strategic Direction:

Understands the work environment and business objectives and how the role contributes to these. Plans ahead and analyses information relevant to work tasks and

responsibilities. Follows direction provided by a supervisor and understand how the role contributes to the development of team goals and broader outcomes related to strategic objectives of QAGOMA. Ability to research, source and provide up to date and accurate information and recommendations as well as identifying potential issues and applying problem solving strategies under the guidance of the supervisor.

Achieves Results:

Proven experience in developing and coordinating complex schedules, exhibitions and touring projects, including implementing project plans and project and logistics management. Applies project management and high-level problem-solving skills to manage various tasks and projects in order to balance competing demands and ensure that objectives and deadlines are met. Demonstrated experience in developing, implementing and monitoring large project budgets, and the ability to provide high-level budget analysis.

Supports productive working relationships:

Builds and maintains position working relationships with team members, professional and technical staff and external stakeholders including other national and international exhibition organising institutions. Possesses the ability to work cooperatively with a wide range of people, as part of a multi-disciplinary team, and independently.

Displays personal drive and integrity:

Takes personal responsibility for accurate advice; completion of work and commits energy and drive to see that work tasks and goals are achieved. Possesses the ability to respond to pressure in complex or difficult situations and achieve objectives in a calm manner.

Communicates with influence:

Identifies audience in order to communicate confidently, clearly and precisely and possesses high-level written, verbal and interpersonal communication skills. Possesses the ability to prepare a range of written documents and to verbally communicate, problem solve and negotiate logistic issues related to exhibition projects. Has proven ability to prepare high level applications, reports and correspondence, and to develop and negotiate contracts.

Key attributes for all roles within the Gallery are based on the Queensland Public Service Commission's Capability and Leadership Framework (CLF). This framework outlines a set of broad capabilities relevant to all positions within the agency. For further information on the CLF please go to www.psc.qld.gov.au.

ADDITIONAL INFORMATION

- Preferred applicants are required to undertake a criminal history check by Australian Police Services. Only information relevant to the position will be considered.
- Subject to Section 126 of the *Public Service Act 2008*, any successful applicant who is not a current permanent employee of the Queensland Public Service will initially be appointed for a minimum three-month probationary period.
- All newly appointed employees to the Queensland public sector must disclose any previous employment as a lobbyist within the last two years.
- Applications will remain current for up to 12 months after closing date where identical vacancies may become available in this time.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

For further information about this role contact Ms Kate Mathers, Exhibitions Manager, on (07) 3840 7014

HOW TO APPLY

Please apply online at www.smartjobs.qld.gov.au.

Your completed application must consist of the following:

- A detailed resume
- A maximum (2 page) statement which separately addresses each of the capabilities outlined under 'Are you the right person for the job?' in the context of the key duties of the role.
- Your current resume, including two (2) referees, one preferably your current supervisor, who may be contacted with respect to your application.

Should you be shortlisted, you may also be requested to participate in further activities designed to assess your experience or capacity. Assessment tools may include interview, written exercise or psychometric testing where applicable. Final selection will be based on all the above requirements.

Note that online submission of your application is the preferred method. If you are unable to apply online please contact CAA Recruitment Services on (07) 3003 2341 or (07) 3003 2336 to enquire about alternative arrangements.

To find out more about the Art Gallery please visit our website at www.qag.qld.gov.au.