

PROJECT / VENUE COORDINATOR POSITION DESCRIPTION

In January 2020, Arts Mildura was successful in securing a regional creative places grant, which will see the transformation of our 31-33 Deakin Avenue premises into a thriving cultural hub. This funding will see Arts Mildura professionally fit out 4 art studios, establish a co-working space within the building, set up an online shop selling original local artworks, and deliver a series of 10 professional development workshops for the local creative community. The project/venue coordinator will oversee and deliver this project, collaboratively with Arts Mildura's executive Director. In addition, the project/venue coordinator will oversee the day-to-day operation of the Arts Mildura building, including studio hire, building maintenance, and other venue coordinator duties. This is an exciting new role and will work alongside and in collaboration with Arts Mildura's Executive Director and Creative Producer.

Job title: Venue / Project coordinator

Created: March 2020

Reporting to: Executive Director, Arts Mildura

Direct reports: Nil

Internal Relationships: Arts Mildura board, staff, committee, volunteers and artists

External relationships: Funding bodies, local government, partner organisations.

Hours: 0.5 FTE, being 18.75 hours per week

Hours are predominantly Thursday/Friday 9am - 5pm, with a half day on either a weekend or midweek day (to be negotiated with successful candidate)

Unpaid half hour lunch break to be taken. 2 x 10 minute paid breaks per day.

Some flexibility around work days and times is available in negotiation with the Executive Director.

It is anticipated that a majority of hours will be worked on site at the Arts Mildura offices and galleries. Some off site, or remote working may be possible.

Salary & Entitlements: \$30 per hour

Superannuation: 9.5% to be paid into nominated account

Workcover arrangements: Arts Mildura to cover

Payment of wages: Arts Mildura, fortnightly via Direct Deposit

Length of contract: Limited term contract, beginning July 1st 2020, and ceasing on 20th March, 2021. Ongoing work is subject to securing further funding.

Equal Opportunities Employer: Arts Mildura's policy is to ensure the absence of discrimination in the workplace

OH & S: Please refer the Arts Mildura's policy: Occupational Health & Safety

Confidentiality: Please refer to Arts Mildura's confidentiality policy.

The purpose of the position is to support the Arts Mildura board, staff and committees to deliver a strong program of event and activities as per the Arts Mildura vision statement:

"transforming our community through exceptional art experiences"

POSITION OBJECTIVES

The position works across two clear areas of focus. Being:

Venue coordination

- To coordinate and deliver venue based services within the 31-33 Deakin Avenue premises
- To be the first point of contact for studio tenants, supporting their positive experience within the building
- Monitor and maintain safe, hygienic and compliant venue

Project coordination

- assist in delivering on the objectives of Arts Mildura's Creative Spaces project grant - creating a dynamic and thriving community cultural hub
- coordinate the set up of online arts retail shop
- coordinate logistics for professional development workshop series

KEY RESPONSIBILITIES AND DUTIES

- Attend fortnightly meeting with Executive Director
- Support studio artists and tenants with venue related enquires and issues

- Plan and oversee the fit out of studio spaces
- Plan and oversee the establishment of a coworking / shared studio space
- Assist with gallery invigilation
- Monitor and manage all building related issues
- Contribute to maintenance and upkeep of venue
- Deliver a program of exceptional professional development workshops for the community
- Establish and maintain community partnerships
- Project impact evaluation
- Contribute to strategic planning
- Contribute to funding research and applications
- Maintain relationships with various stakeholders
- Coordinate marketing material (digital and print)
- other administrative duties as required

VALUES

The employee is expected to operate within this role, demonstrating the following values:

- Innovation
- Creativity
- Respect
- Personal Accountability
- Collaboration

As this is a new role, it is expected that the Venue / Project Coordinator and Executive Director will further refine and define the scope and operation of the role throughout 2020.

PERFORMANCE REVIEW

After an initial three month period.