

AUSTRALIAN TAPESTRY WORKSHOP

POSITION DESCRIPTION – PUBLIC PROGRAMS & EXHIBITIONS COORDINATOR

POSITION TITLE:	Public Programs & Exhibitions Coordinator
SALARY RANGE:	\$62K - \$66K pro rata per annum + superannuation
HOURS:	4 days per week including 1 x Saturday per month
REPORTS TO:	Co-Directors/CEOs
CONTRACT POSITION:	Initial 12-month contract position (3 month probation period)

POSITION SUMMARY:

The Australian Tapestry Workshop (ATW) is looking for a highly motivated person with a proven record of running a diverse range of public programs that will engage and expand our audiences.

The Public Programs & Exhibitions Coordinator is responsible for the delivery of a range of programs including artists in residence, exhibitions, talks, events and workshops.

The successful applicant will be an experienced producer with public programming experience, strong networks within the art and design sector and a hands-on approach to delivery.

ROLE CONTEXT:

ATW is a not-for-profit arts organisation, connected to artists across Australia through tapestry commissions and programming. ATW is a dynamic and creative textile hub—the only one of its kind in Australia. We foster innovation, artistry, and craftsmanship while providing an inspiring and welcoming environment with a strong sense of community. Our South Melbourne studio is a centre for creative exchange, collaboration and education. We provide an engaged and supportive workplace.

Our employees say, *“Working at ATW is truly special. I love being in a studio environment where I can witness artworks coming to life. It’s a unique and inspiring place to work, surrounded by creativity and colour. I particularly enjoy working alongside Master Weavers who have a deep knowledge of their craft, as well as engaging with artists in residence, getting insight into their practices and seeing their artwork evolve.”*

KEY RESPONSIBILITIES:

- Manage and deliver ATW’s annual creative and public program that includes:
 - Artist in Residence Program and Project Space including induction and liaison, and delivery of associated public programs including exhibitions, talks and creative workshops
 - Public programs including exhibitions, talks, prizes, events and workshops including artist management, exhibition design and management, budgets and logistics, curation and installation, artwork handling and freight, and documentation.
 - Open Days and events in collaboration such as Open House Melbourne
 - Market development events including Melbourne Art Fair and Melbourne Design Week
- Manage the visitor experience to ATW including the support and participation of the public in activities. Working with the FOH Officer in ensuring the quality of the visitor experience at ATW.
- Coordinate domestic and international tapestry loans.
- Work with the Marketing and Development Officer to create content including monthly eNews, social media, brochures, guide notes, publications and invitations.
- Coordinate information displays and didactics on the studio and galleries.

- Support the Co-Directors to produce regular reports for the Board, Government and other funding partners.
- Supporting the Co-Directors to develop and manage the program budget.
- Other duties as required.

PHYSICAL REQUIREMENTS:

- Regularly required to stand, walk, sit and bend.
- Must be able to lift and carry equipment and artworks up to 10 - 15 kilograms.
- Must be able to work in a variety of environments, including at heights.

KEY SELECTION CRITERIA:

- Proven experience in running public programs for a diversity of audiences.
- Proven experience in managing visitor experiences.
- Hands on experience in producing and delivering events including audio visual equipment set up.
- Proven experience in the management and installation of art exhibitions.
- Excellent administrative and organisational skills.
- Experience in managing contractors.
- Excellent public presentation, interpersonal and written communication skills.
- Experience with Microsoft Office and Adobe Creative Suite including Photoshop and InDesign.
- A flexible approach to hours of work that may include weeknights and weekends and ability to work well in a team.

OTHER RELEVANT INFORMATION:

We encourage applicants to visit during our general open hours 10-5pm, Thursday-Saturday, to anonymously experience the workshop in action.

ATW is committed to creating a fair, equitable and inclusive environment. We value diversity in the artistic community and support the rights of all people regardless of age, gender, ability, or background. Applicants identifying as First Peoples, CALD, and/or living with disability are encouraged to apply. Reasonable accommodations will be made for qualified individuals.

If you would like to speak to someone about the role, please email contact@austapestry.com.au to arrange a call or meeting.

ATW offers flexible hours. This position will be subject to a 3-month probation period and a performance review. The position is based on a 4-day week which includes working on Saturdays when there is programming (approximately once a month). The successful applicant will be supported to undertake a Working With Children Check.

HOW TO APPLY:

Applications containing the following should be sent to contact@austapestry.com.au:

- a resume including three (3) referees
- an application addressing the key selection criteria
- cover letter

Please note that applications that do not address the selection criteria or that don't supply referee details will not be considered.

Applications close on 4th April 2025 cob.

Interviews will be held on 11th April. All those invited to interview will be sent the questions in advance.