



ARTSPACE

43–51 Cowper Wharf Road
Woolloomooloo NSW 2011
Sydney Australia

T. +61 2 9356 0555
artspace@artspace.org.au
www.artspace.org.au
@artspace_sydney

POSITION DESCRIPTION | EXECUTIVE ASSISTANT AND CURATORIAL LIAISON

This position is supported by the Andrew Cameron Family Foundation

POSITION TITLE: Executive Assistant and Curatorial Liaison

HOURS: Monday to Friday 10.00am to 6:00pm with additional hours required from time to time.

TERMS OF EMPLOYMENT: Three-year fixed term contract, subject to a six-month probationary review.

SALARY: \$40,000 per annum plus 9.5% superannuation

ARTSPACE VISION

Ever changing, ever challenging, Artspace is a place where audiences meet the artists and the ideas of our times.

ABOUT ARTSPACE

Artspace is Australia's leading interdisciplinary space for the production and presentation of contemporary art. Through exhibitions, performances, artist residencies and public programs, Artspace is where artists of all generations test new ideas and shape public conversation. Committed to experimentation, collaboration and advocacy, Artspace's mission is to enhance our culture through a deeper engagement with contemporary art.

POSITION SUMMARY

The Executive Assistant and Curatorial Liaison will provide high-level administrative support to the Executive Director and Deputy Director in the planning, delivery and coordination of activity across the organisation. The post-holder plays a crucial role in ensuring timely and effective communication across the organisation and with a wide range of stakeholders. In addition, they will provide sustained administrative and project management support to Artspace colleagues across the delivery of the artistic program, including onsite and touring exhibitions as well as the International Visiting Curators Program. They are expected to have an excellent understanding of gallery and office protocols; the capacity to effectively and professionally articulate ideas and communicate with a range of stakeholders including supporters, colleagues and the public; as well as an outstanding attention to detail, with excellent organisational skills and the ability to prioritise competing tasks and deadlines. The position works to the direction of the Executive Director and Deputy Director, and is expected to work collaboratively with the Artspace team to deliver the artistic program and business development objectives of the organisation.

KEY ACCOUNTABILITIES

- [1] Work closely with the Executive Director and Deputy Director to provide personal assistance across a wide range of tasks including diary management; scheduling and documentation of meetings; event coordination and support; drafting of correspondence and reports; and stakeholder liaison in support of Artspace's artistic and strategic planning objectives.
- [2] Support the Executive team in the delivery of Artspace touring exhibitions and the International Visitors Curators Program. This includes artist research, peer meetings, guest curator and/or external liaison, studio management, content generation, and project coordination and administration including scheduling and travel booking
- [3] Collate and where necessary draft and transcribe Board reports, annual reports, minutes, interviews, letters of support and manage the collection of data and statistics.
- [4] Assist in the drafting and production of fundraising applications, acquittals and supporter liaison; and maintain the Artspace CRM.
- [5] Establish and maintain clear and workable administrative systems and ensure that colleagues are creating, storing, sharing and archiving work to streamline the management of information across the organisation.
- [6] Maintain supportive and collaborative relationships with internal and external stakeholders through the communication and advocacy of Artspace's vision.
- [7] Ensure the effective operations of the Artspace office, gallery and studios by maintaining supplies, equipment and facilities.
- [8] Ensure that Artspace complies with its legal obligations for WH&S, and ensure that tasks and procedures are undertaken in a manner that meets such obligations so as to safeguard the health and safety of employees and visitors.
- [9] Contribute to the collegial character of the Artspace workplace by sharing information, experience and expertise, as well as contributing to organisational advocacy and assisting across all facets of the artistic program where assigned.



ARTSPACE

43–51 Cowper Wharf Road Woolloomooloo NSW 2011 Sydney Australia

T. +61 2 9356 0555
artspace@artspace.org.au
www.artspace.org.au
@artspace_sydney

ESSENTIAL CRITERIA

- Relevant tertiary qualifications and/or equivalent work experience.
- Knowledge of contemporary arts practice and the broader national and international cultural sector and a commitment to the development and support of contemporary art and artists.
- Exceptional communication and interpersonal skills with an ability to liaise with a range of internal and external stakeholders.
- Exceptional organisational skills with an ability to prioritise.
- Excellent drafting and editing skills, with a meticulous attention to detail, presentation and accuracy across a range of written materials.
- Ability to work collaboratively and effectively within a team environment to ensure the organisation's objectives are met.
- An ability to take initiative and leadership in this role.

APPLICATION REQUIREMENTS

- Curriculum Vitae, including the names and contact details of two professional referees
- Expression of Interest addressing the **Essential Criteria**, with a consideration to how your skills and experience can contribute to the organisation (max. 3 pages)

Please email applications to Michelle Newton, Deputy Director, Artspace: jobs@artspace.org.au

If you would like to discuss this position further please contact Michelle Newton on 02 9356 0555 or jobs@artspace.org.au

Applications close 5pm, Monday 20 February 2017

