



ARTSPACE

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POSITION DESCRIPTION | OPERATIONS & PRODUCTION MANAGER

TERMS & CONDITIONS OF EMPLOYMENT

POSITION TITLE: Operations & Production Manager

HOURS: Monday to Friday 10am to 6pm, with additional hours required from time to time

LOCATION: The position is based in Sydney, NSW

TERMS OF EMPLOYMENT: The initial contract will be for two years with the opportunity to extend by mutual agreement

BASE SALARY: \$70,000–75,000 per annum plus superannuation

ACKNOWLEDGEMENT

Artspace acknowledges the Gadigal people of the Eora nation, on whose unceded lands we are situated, and pays respect to Elders past and present, and their descendants. We recognise all First Peoples and their continuing connection to land, waters and culture.

ARTSPACE VISION

EVER CHANGING, EVER CHALLENGING, Artspace is where audiences engage with the artists and the ideas of our times.

MISSION

Artspace is one of the leading institutions for the production and presentation of contemporary art in the Asia Pacific. Artspace's mission is to enhance our culture through a deeper engagement with contemporary art. Embracing risk, experimentation, criticality and collaboration, Artspace's multi-platform program facilitates new commissions, exhibitions, performances, artist residencies, public programs, publishing and advocacy. Underpinned by a commitment to reflecting and advancing social and cultural diversity, Artspace catalyses new artistic visions and enables artists of all generations to test ideas and shape public conversations.

ABOUT ARTSPACE

Established in 1983, Artspace is an independent, not-for-profit contemporary art space that receives government support for its activities from the Federal Government through the Australia Council for the Arts and the State Government through Create NSW, alongside the ongoing and valuable contribution of our dedicated community of partners and benefactors.

POSITION SUMMARY

This is an exciting time to join the Artspace team. In November 2023, The Gunnery will reopen with new and revitalised spaces, and Artspace will occupy the entire building for the first time in the organisation's history. Supported by over \$15 million of investment from the NSW Government, the physical transformation will enable the expansion of our reach, engagement and programs.

The Operations & Production Manager plays a key role in supporting Artspace's vision through its artistic program, operations, and building management. Under the direction of the Artspace Executive, the Operations & Production Manager is expected to work collaboratively with a multidisciplinary team that includes all Artspace staff as well as external consultants, contractors and casual employees.

To support Artspace's program, the Operations & Production Manager coordinates and oversees the production, fabrication, construction and installation phases of exhibitions and associated activities and events. The role is also responsible for planning, procuring and maintaining equipment according to project plans and budgets, as well as coordinating relevant consultants, contractors and casual staff.

The Operations & Production Manager is also responsible for supporting Artspace's operations and building management. The role will coordinate and directly contribute to activities necessary to manage and maintain the Gunnery building, as well as its ongoing development as a successful and vibrant contemporary art space.

The Operations & Production Manager is expected to have high level production capabilities; a thorough understanding and appreciation of gallery practices; the ability to multitask and contribute to several projects simultaneously with competing deadlines; high level communication skills; strong project management skills; an understanding of industry standards such as Workplace Health and Safety (WH&S) guidelines in relation to building regulations and production environments; the ability to self-direct and work collaboratively; and flexibility with evolving priorities and opportunities.

KEY ACCOUNTABILITIES

Production

- Working closely with the Executive and curatorial teams to provide achievable, accessible, creative and technical solutions across Artspace's artistic program
- Coordinating all logistics planning and managing production, fabrication, construction, technical and installation phases to realise exhibitions and other projects
- Overseeing contractors, casual employees and suppliers as required
- Coordinating systems and practices so that AV technology use and maintenance, freight logistics, artwork registration and condition reporting are implemented professionally, consistently and in a timely manner
- Actively contributing to supportive and collaborative relationships with team members, artists, contractors, peer institution staff and other key external stakeholders

Operations Management

- Identifying opportunities and implementing improved working practices, planning procedures and systems that reflect best practice and assist in the overall smooth running of the organisation in relation to Artspace's artistic and strategic objectives
- Managing and maintaining IT and digital infrastructures, processes and subscriptions in collaboration with Artspace's IT service provider
- Ensuring that Artspace procedures comply with all legal obligations for WH&S to safeguard the health and safety of employees and visitors
- Maintaining Artspace's WH&S and other relevant policies

Building Management

- Acting as the onsite building management contact for all staff, contractors and studio artists
- Managing suppliers and service providers to ensure the maintenance and upkeep of all areas of The Gunnery including offices, function spaces, artist studios, workshop and facilities
- Maintaining all relevant documents such as facilities, incident and maintenance reports and service agreements and contributing to system initiatives and upgrades
- Ensuring The Gunnery is managed in line with standard WH&S processes and procedures

Touring

- Working with wider Artspace team and partner institutions to coordinate technical, operational and logistical requirements associated with touring exhibitions
- Coordinating and managing production, fabrication, construction, technical and installation phases for touring exhibitions at partner institutions when needed
- Working with art/freight handlers to ensure best practice handling, transportation and storage of work in line with Artspace touring budgets
- Overseeing contractors and casual employees to facilitate Artspace's touring program as required

Special Requirements

- This is a fulltime position and during peak exhibition periods and after-hour events it may include work outside of normal business hours and on weekends
- At times there are physical requirements in this position that are consistent with technical staff working in galleries and museum environments
- Representing Artspace at high-level meetings with key stakeholders, and other forums and events, and cultivating good relationships with relevant personnel
- Performing other duties as directed by the Executive

Desirable Criteria

- NSW valid Driver's Licence
- NSW White Card
- Working at Heights training

Success in the role will be measured by evidence of

- Demonstrating the ability to lead and manage diverse artists and collaborators with clarity, understanding and empathy
- Effectively collaborating with the Artspace team to deliver exhibitions and other projects to an exceptional level of quality, ensuring safety and sustainability within budget and on schedule
- Ability to develop and maintain strong relationships with internal and external stakeholders, with excellent interpersonal and communication skills
- Excellent time management skills with a demonstrated ability to deliver complex projects simultaneously while displaying sound analysis and problem solving
- A sound understanding of technical and WH&S requirements and practices in the visual arts

Artspace is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation. We encourage applications from Aboriginal and Torres Strait Islander people, people living with a disability, those identifying as LGBTQIA+, and people from culturally diverse communities.

To apply

Please send applications via email to jobs@artspace.org.au with the subject line:
CONFIDENTIAL Application: Operations & Production Manager

Applications should contain:

- CV including applicant's contact information [maximum two pages]
- One document addressing applicant's skills, capabilities and experience [maximum two pages]
- Contact information for two professional referees

Applications to be submitted by **Monday 4 September, 5pm.**

Enquiries can be directed to: Michelle Newton, Deputy Director, 02 9356 0555 or michelle@artspace.org.au