**SHEPPARTON ART MUSEUM**

# EXHIBITIONS COORDINATOR

**Information for Candidates**

## Welcome

Welcome to the Shepparton Art Museum (SAM), Australia’s leading regional art museum in north central Victoria.

## Organisational Environment

The Shepparton Art Museum (SAM) is located in North Central Victoria. Established in 1936, the SAM Collection is recognised and celebrated as one of regional Australia’s most significant collections of Australian ceramics, alongside a growing collection of historic and contemporary paintings, prints and works on paper. The Museum is also highly regarded for its collection of Aboriginal art. SAM is known for a dynamic program of exhibitions that are designed to be locally relevant and engage with global contemporary ideas.

Shepparton is situated in the heart of the Goulburn Valley and has a population of approximately 65,000. Shepparton has the largest Indigenous population in Victoria outside of Melbourne. The population is culturally diverse with 9.9% of residents being born overseas. The area has excellent education, recreation, cultural, social and health facilities and tourism is a developing focus for the region.

## Our Purpose

SAM’s overarching goal or purpose is to create a community space that enriches people’s lives through creative arts and cultural experiences.

## Our Vision

SAM will be a meeting place for the Greater Shepparton Community, providing captivating creative arts and cultural experiences that showcase and celebrate Aboriginal art and culture and engage and connect the diverse communities of Greater Shepparton with one another and the world. It will bring people to Shepparton and contribute creatively, culturally and economically to the Greater Shepparton community.

## Our Mission

We seek to do that by using SAM’s collections, exhibitions, education and public programs to engage, connect and enrich the diverse communities of Greater Shepparton, attracting artists and audiences from outside of Greater Shepparton to exhibit at and visit SAM, and touring and sharing our exhibitions and programs with other institutions and audiences across Australia and overseas.

For more information please refer to our website on https://sheppartonartmuseum.com.au.

Shepparton Art Museum acknowledges the Traditional Owners of the Land of Greater Shepparton: the Yorta Yorta Nation, whose clans include the Bangerang, Kailtheban, Wollithiga, Moira, Ulupna, Kwat Kwat, Yalaba Yalaba and Ngurai-illiam-wurrung people.

We pay respect to their Tribal Elders, we celebrate their continuing culture, and we acknowledge the memory of their ancestors.

## POSITION DESCRIPTION

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| **POSITION TITLE:** | **Exhibitions Coordinator** |
| **EMPLOYMENT TYPE:** | **Full-Time Permanent** |
| **REPORTS TO:** | **Senior Curator** |
| **SUPERVISES:** | **Museum Technician** |
| **LOCATION:** | **Shepparton Art Museum** |
|  | **530-532 Wyndham Street, Shepparton, Victoria** |

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## POSITION SUMMARY

Reporting to the Senior Curator, and working in partnership with internal and external stakeholders, this position is responsible for the coordination and delivery of exhibitions, including SAM’s Australian Ceramic Awardand the Indigenous Ceramic Award (ICA), along with the management of exhibition spaces and equipment.

The Exhibitions team is one of four key areas in SAM’s operations: Exhibitions, Collections: Services, including FOH and Shop; and Engagement, including Marketing, Education and Public Programs. The purpose of the Exhibitions team is to initiate, develop and deliver the presentation and care of artworks and the ideas they generate, respecting the centrality of artists and art in these processes, and mindful of the opportunities of SAM’s location, community and wider audience.

Working closely with the Senior Curator and Collections Manager, the Exhibitions Coordinator is responsible for planning and presenting SAM’s exhibition program including temporary and touring exhibitions. The position is responsible for overseeing the successful delivery of multiple exhibitions; including managing the installation and deinstallation of all exhibitions, the care and maintenance of collection and non-collection artworks, as well as overseeing exhibition related transport needs, procurement, compliance and budgets.

### SPECIFIC RESPONSIBILITIES AND DUTIES

### Exhibition Management

* Implement procedures and contribute to policies in relation to best practice in art handling, exhibition management and the maintenance of gallery facilities.
* Work with the Curatorial and Collections teams to contribute to the planning and delivery of SAM’s exhibition program, including temporary exhibitions, both internally developed and touring.
* Manage loan agreements and insurance for incoming exhibitions and artworks, including providing facility and environmental reports to lenders as required.
* Plan and deliver all logistical requirements for the exhibition program, including organising and administering loan agreements, the packing and transport of artworks and the preparation and installation of works of art.
* Oversee a team of museum technicians in the safe packing, handling and installation of artworks for exhibitions.
* Co-ordinate exhibition related registration activities and documentation.
* Manage allocated budgets, specifically for installation staff; exhibition furniture and technology; installation tools and equipment; and freight.
* Manage exhibition furniture and technology procurement and asset registry.
* Working with the curatorial team, contribute to the development of exhibition designs and layouts.
* Through leadership and example promote SAM’s Purpose, Vision and Mission.

### People Management

* Co-ordinate human resources for exhibition production, installation and maintenance through sound planning including the management of SAM staff and casuals, contractors, interns and volunteers.
* Mentor less-experienced employees and provide coaching in installation and art-handling as needed.
* Supervise the work of employees and provide on-going evaluation, monitoring and counsel to improve efficiency and effectiveness to ensure timely, accurate and efficient services are provided to both internal and external stakeholders.

### Occupational Health & Safety Responsibilities

* Manage the engagement and implementation of SAM policies within the area of responsibility.
* Review, implement and monitor risk management plans to mitigate/minimise risks to SAM and stakeholders.
* Ensure a safe workplace is maintained in both internal and external environments through communication and implementation of OHS Legislation, SAM Policies and Procedures regarding OHS.
* Develop and implement procedures to ensure that all tools, exhibition equipment and installation are compliant with safety requirements and OH&S legislation.
* Ensure hazards, incidents, near misses and injuries are reported immediately.
* Develop new work procedures in consultation with affected employees.
* Support activities taken by the organisation to comply with OH&S legislation.
* Actively participate in the planning and execution of Return to Work plans for employees.
* Ensure only authorised, adequately trained staff undertake assigned tasks.
* Provide appropriate facilities for safe storage, handling and transport of materials and equipment.
* Report and escalate issues and risks to the SAM Artistic Director & CEO as needed.
* **Stakeholder Engagement**
* Actively develop and maintain cooperative relationships with all internal and external stakeholders.
* Actively promote effective communication between internal and external stakeholders.
* Work with stakeholders in clearly communicating corporate objectives and expectations.
* Maintain relationships with partners/vendors/suppliers.

### SELECTION CRITERIA

* Tertiary qualification in an Arts related discipline, combined with an appropriate level of experience, knowledge and skills in a museum, gallery or similar environment
* Knowledge of current museum exhibition principles and practices, demonstrated knowledge of and experience with international museum standards for the handling, storage, registration, display, packing and conservation of cultural collections.
* An understanding of art in Australia, including Indigenous and Contemporary practices.
* Strong project administration skills, including budget management and the ability to evaluate and update work practice methods and procedures to ensure quality output performance and program delivery.
* High level oral and written communication skills with the proven ability to write reports and other correspondence in an environment that requires the performance of multiple tasks to strict deadlines.
* An ability to interact effectively with people of different cultures and beliefs.
* Energetic, self-motivated, flexible and adaptable with a sense of humour, able to multi-task, to work independently and as part of a team in a hands-on work environment. Highly developed communication and networking skills
* Knowledge of and experience working with the Microsoft Office suite of programs and computerised Collection Management Systems, in particular EMu would be an advantage.

Employment is subject to:

* Evidence of the right to work in Australia
* A satisfactory National Police Records Check
* A current Victorian Working with Children Check
* A current driver’s licence