

## Position Description

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### Exhibition Program Coordinator

This is a part-time position 25 hours/week

#### METRO ARTS

*“Metro Arts is a solid institution in the Brisbane art scene. The space opened in 1981, and over the years has evolved to reflect the needs of the artists and the community. It's a space for expression and risk, exhibiting bold local contemporary art and facilitating a range of other creative outlets including workshops, seminars and performance. Metro Arts has a reputation for being at the forefront of creative scene in Brisbane, a role they take seriously. They also place a major focus on social inclusion and accessibility”.*

**Concrete Playground, 2017**

Brisbane's fiercest arts hub is on the hunt for fresh blood to coordinate our outstanding Exhibition Program of contemporary art.

Metro Arts is almost 40 years old and has established itself as a leader in contemporary arts, providing a platform for artists to develop and present ambitious new work. Championing all contemporary art forms, the Metro Arts team is comprised of 3 full-time and 9 part-time staff who manage a six-storey heritage venue packed with 31 tenants, 38 studios, and 2 commercial spaces.

In one year alone Metro Arts delivers up to 80 discreet projects across performance and exhibitions, with two thirds of activity dedicated to creative and artist development and the other to co-presentations. Some of the programmed work is selected through an open call out which is then shortlisted and passed onto a panel of peers (Metro Arts Advisory Group - MAAG). The organisation brings to market works developed in-house as well as strategic projects through a unique curatorial model that values the democratisation of access for artists and audiences alike. Annually Metro Arts offers up to 4 artist-in-residence opportunities for visual artists.

***In 2018 Metro Arts continues to evolve and is embarking on an exciting journey of reinvigorated artistic output, building renovations and new business streams.***

## **DUTIES**

The Exhibition Program Coordinator is a vital member of our small team and integral to the company's outstanding series of annually curated exhibitions and development of artists.

### **Reporting lines:**

The Exhibition Program Coordinator works under the supervision of the Creative Director.

The Exhibition Program Coordinator works closely with the Facilities team, Communications team and Performance Program Producer.

Key responsibilities of the position include:

1. Using your curatorial skills to ensure a high standard of presentation is maintained in the gallery;
2. Providing efficient support to program participants across the Exhibition and Residency programs;
3. Supporting and developing critical writing and discourse to compliment Metro Arts' exhibition program including producing catalogues and exhibition documentation, facilitating artist talks and a program of online engagement;
4. Actively engaging with the Visual Arts industry and representing Metro Arts to this sector as appropriate in partnership with the Creative Director;
5. Co-ordinating Metro Arts' visual arts programs including promoting, assessing and administering applications under the advice of the MAAG and working with the Creative Director on curating additional activities particularly for Takeovers;
6. Developing and managing operational systems that contribute to the efficient administrative operations of Metro Arts including program applications, grant writing and program reporting.

## **ESSENTIAL COMPETENCIES AND EXPERIENCE**

- A minimum of 2 years' experience in contemporary arts curation
- Knowledge of the Australian cultural sector, its practices and supporters with a particular focus on contemporary art-forms
- A knowledge of Metro Arts' stakeholders, customers and audiences with a particular focus on independent artists
- Excellent relationship building skills including a sensitivity towards artists and their processes
- Attention to detail with excellent oral and written communication skills
- Systematic problem solver
- Process oriented, efficient and well organised demonstrating an ability to prioritise
- Team player - friendly, can-do approach to work and life
- Well-presented, demonstrating confidence and a passion for contemporary arts
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Ability to work autonomously and take responsibility and initiative for delivery of exhibitions
- Proven ability to work under pressure as well as plan and prioritise an often heavy workload
- Ability to undertake out of hours work for exhibitions and events

Applications for the position should include the following information and be emailed to Creative Director, Jo Thomas [jo@metroarts.com.au](mailto:jo@metroarts.com.au)

**Please submit your CV and an applicant statement of no more than 2 pages addressing the following:**

- experience and innovation in contemporary arts coordination and/or curation
- experience working with individual and independent artists
- experience working on multiple projects simultaneously
- why you are interested to work with the team at Metro Arts
- why you are passionate about curation and contemporary arts

#### **Referees**

- Contact details of three referees including name, relationship to candidate, current telephone number and email address
- Please note that referees will be contacted after shortlisting and interview stage

#### **Date of Commencement**

Monday 15 January 2018

Please make contact with Creative Director Jo Thomas on [jo@metroarts.com.au](mailto:jo@metroarts.com.au) for further information.

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.

**Applications close: Tuesday 14 November 2017, 5pm**