

## **EDUCATION AND PUBLIC PROGRAMS COORDINATOR PART TIME (0.6 EFT + SATURDAY)**

### **ABOUT LINDEN NEW ART**

Linden New Art's vision is to be a leading mid-size contemporary art space. Our mission is to be a conversation-driven organisation championing bold new ideas. With a focus on mid-career artists, we pursue inclusive, thought-provoking programs creating new experiences & engagement through contemporary art. As a home for new art we are open to bold ideas, to different ways of experiencing and seeing the world and oneself. We believe this is an important part of contemporary art and we aim to foster a curious audience that is opening to engage with new art, ideas and approaches to the world.

Our vision is to become one of Australia's leading contemporary art spaces.

Our mission is to:

- Support the creation and exhibition of courageous new art by mid-career artists.
- Exhibit new works that inspire, provoke and contribute to conversations and debate.
- Advance artists' careers through mentoring, connections and exposure.
- Offer a welcoming space where artists, enthusiasts and the community can come together in a stunning site of historical and cultural significance.
- Celebrate First Nations culture and heritage
- Build upon our proud heritage of enriching the cultural fabric of St Kilda, Melbourne and Victoria.

### **ROLE**

The Education and Public Programs Coordinator researches, develops and delivers a range of programs and key events to support the exhibition program at Linden New Art. The role reflects Linden's brand values and delivers a suite of programs to provide unique insights into the gallery's exhibition program. Linden's community engagement activities are key to driving repeat and building new visitation to the gallery.

The incumbent will be an energetic and hardworking individual that thrives in a small collaborative team environment. They will have a good knowledge of the visual arts sector and a passion for developing education and community engagement programs and events that encourage curiosity about contemporary art. The role requires additional hours to assist with exhibition openings and other events. Additional hours will be managed as part of our Time in Lieu policy.

### **HOURS**

This position is a pro rata 3 days a week position plus 5 hours on Saturday and may require additional weekend and evening work. The position will be required to work on site to implement, deliver and support programs and events.

### **LOCATION**

The position is principally based at Linden New Art located at 26 Acland Street in St Kilda. However, the position may be required to travel to other locations as part of its employment responsibilities and duties to Linden. All these differing locations will come under the auspices of Linden for the purposes of this role.

#### **REPORTS /ACCOUNTABLE TO:**

The position reports to the Curator.

#### **POSITION SCOPE**

The Education and Public Programs Coordinator will work closely with the Deputy Director and Curator to develop a suite of programs and events, and the Design & Communications Coordinator to ensure all information about the public programs are shared through appropriate channels. The role requires liaison with many external providers to ensure the timely delivery of material and the promotion of Linden's activities/events.

The role is primarily responsible for:

- Developing, delivering and managing a range of programs that accompany Linden's exhibition program.
- Developing, delivering and managing stand-alone events and programs that increase access, engagement and drive revenue.
- Developing, delivering and managing education programs targeted towards and developed with identified local schools.
- Creating memorable and engaging visitor experiences for the gallery.

#### **KEY RESPONSIBILITIES**

### **Events & Public Programs**

- > Plan, develop, deliver and evaluate high quality and innovative public programs and key events on and off site.
- > Manage the delivery of Linden's events & public programs including but not limited to working closely with Linden curatorial staff, exhibiting artists, guest curators and art workshop facilitators to present them.
- > Coordinate promotional material and updates for Linden's programs/events and provided to the Design & Communications Coordinator in a timely manner.
- > Work closely with the Director and Deputy Director to proactively identify funding and sponsorship opportunities for the public and education programs.
- > Coordinate photography and documentation of key events and ensure that permission is sought from parents/guardians for any children attending events.

### **Administration**

- > Contribute to the development, implementation and monitoring of Linden's policies, strategies and plans including key performance indicators that relate to Linden's community engagement programs and events.
- > Collect, analyse and provide information and feedback in relation to the public programs when and if required.
- > Work effectively with Linden's administrative staff to ensure they are provided with relevant information about each public program or event so they can provide visitors with a warm, welcoming and well-informed visitor experience.
- > Assist in the development and management of relevant administration systems to ensure that Linden is using its resources effectively and wisely and look for ways to continuously improve them.
- > Ensure that all relevant information is collated and analysed in relation to the public programs including statistical data, post event surveys and other such information for reporting purposes.

### **Other responsibilities**

- > Actively participate in team meetings to ensure the effective development of organisational strategies, plans and key initiatives.
- > Communicate effectively with Linden's key stakeholders regarding its programs and initiatives.
- > Provide the Director, Deputy Director, Curator and Linden Board of Management with professional advice as required.
- > Actively participate in relevant industry networks and activities.
- > Such other related duties as directed by the Director, Deputy Director and Curator.

### **KEY SELECTION CRITERIA**

- > Relevant tertiary qualification in arts education, visual arts or related discipline and/or experience with community engagement/public programs and key events in a gallery environment.
- > Demonstrated ability to communicate knowledge of contemporary art to a range of different audiences.
- > Demonstrated experience in researching, developing, effectively managing events & community engagement programs.
- > Proven experience working with a range of stakeholders including contemporary artists, curators, galleries and institutions to deliver engaging and meaningful audience experiences.
- > Excellent communication skills both verbally and in written form.

- > Demonstrated ability to develop clear project plans and timelines and regularly communicate with stakeholders, including project team members, PR consultants and others and monitor bookings for events.
- > Understanding of Victorian curriculum requirements.
- > Excellent computer skills including full knowledge of Microsoft Office Suite.
- > Ability to contribute effectively to a collaborative team-based environment that is outcome focussed and to work independently to achieve all tasks.

#### **QUALIFICATIONS**

- > Relevant tertiary qualification in arts education, visual arts or related discipline and/or considerable experience with public and education programs in a gallery environment.
- > Demonstrated history of researching, developing and presenting high quality public programs.
- > Interest in the visual arts sector and understanding of the creative process and the importance of individual artistic expression and engagement.
- > Excellent communication skills including the ability to communicate effectively with artists, arts industry professionals and other key stakeholders.
- > Thrives in a hardworking and collaborative small team environment and can work independently when required.
- > Excellent organisational and project management skills as well as strong computer literacy skills.

The successful applicant must pass a Police Check & Working with Children Check.