



## Position Description

### Baluk Arts Program Coordinator – Indigenous Identified Position

The Baluk Arts Program Coordinator position is part-time at 30 hours per week (negotiable) and reports to the Baluk Arts Manager.

The base salary offered will be between \$30 - \$39.99 per hour pro rata, plus superannuation. A 2-year contract includes an initial 3-month probationary period. This position may be extended subject to on-going funding.

The Arts Program Coordinator is primarily responsible for programming and producing workshops and exhibitions, liaising with artists and operating the gallery and retail space.

## Statement of Duties

### Key Responsibilities

#### *Arts Development Program*

- Develop, implement and facilitate Baluk Arts workshop program including member/community workshops, professional development and public workshops
- Facilitate quality art production by supporting artists/members/participants practise and provide feedback and encouragement where required
- Assign and coordinate appropriate professional artists/workshop facilitators and volunteers to run workshops
- Develop exhibition proposals and facilitate the production of artworks for exhibitions. Work with Manager and contribute to Baluk Art's exhibition program.
- Promote workshop program/studio to the Indigenous community through networks, stakeholders, organisations and the wider public.
- Deliver project objectives within timeframes and budgets and to standard required
- Communicate best arts practise to all artists/members/participants, with OHS, best materials, best way of creating, pack up, care for materials, where to put things etc
- Keep studio, office and gallery facilities well organised, clean and tidy
- Organise cultural trips on country for art production as appropriate
- Maintain a cooperative and flexible and harmonious relationship with members, community, councils and other organisations and stakeholders
- With support from the Manager, develop and produce other events to promote Baluk Arts
- Curate the gallery retail space from time to time to promote interest

#### *Administration*

- Document/video/photograph artist/artist making, workshops, events, and programs and file
- Order and maintain art materials/stock/equipment with Manager's approval
- Develop resources for internal workshops for use by all participants/members
- Develop contact lists, documents, resources and collate, file, update on Dropbox
- Assist with photographing, cataloguing and recording artwork details on SAM database
- Update artist's CVs / artwork /details / info when necessary
- Contribute to the development of high quality customer service across the organisation
- Respond to email, telephone and visitor's enquiries and requests in a positive and timely manner
- Process customer sales through SAM and provide supporting documentation when required
- Package artwork and organise freight when required
- Notify the Manager for any materials, supplies or maintenance requirements

- Assist with Baluk Arts opening and closing procedures and adhere to procedures for accessing and securing premises, keys, vehicles, equipment, information and cash

#### *Other Duties*

- Liaise between artists and Manager
- Develop and maintain strong and positive relationships with the Indigenous members of Baluk Arts and Indigenous communities of Frankston and the Mornington Peninsula and wider region
- Represent Baluk Arts at external events / meetings where required
- Promote the work and success stories of the art centre at every contact opportunity with all stakeholders
- Undertake professional development and networking opportunities when possible
- Appropriately portray and uphold the mission values, and standards of the art centre at all times when representing the organisation

#### Desirable skills and experience

- Must be of Aboriginal and/or Torres Strait Islander descent
- Community engagement skills
- A passion for community development in an ATSI context
- Knowledge and experience in community arts practises
- Knowledge of community arts and current issues within the community
- Ability to negotiate and motivate artists and arts and community groups
- Customer Service
- Well-developed skills in managing self, setting priorities, planning and organising own work
- Well-developed computer literacy skills, particularly with Microsoft Office.
- Possess sound organisational skills
- Proven ability to meet deadlines and work under pressure
- Excellent written and oral communication skills
- Ability to take direction
- Ability to work independently and as part of a team
- Ability to write reports
- Current Victorian Drivers Licence
- Experience in creating and running arts based workshops
- Knowledge of local community networks

#### Pre-employment requirements

- Security Requirements and Professional Obligations Pre-employment screening will apply to all appointments. Prior to a formal letter of offer, preferred applicants will be asked to provide:
- Evidence of qualifications
- Full Victorian Drivers Licence
- Complete a National Police Check
- Working with Children Check

**\*Please note: Baluk Arts has the ability to train staff where skills and experience require development.**

**Please contact [manager@balukarts.org.au](mailto:manager@balukarts.org.au) or call 0497 004 179. The position description is available at:**

**<https://balukarts.org.au/baluk-arts-vacancies/>**

**Applications to [manager@balukarts.org.au](mailto:manager@balukarts.org.au) must include a one page cover letter briefly addressing relevant skills and experience. Please include your resumé with the application.**