



Position Description

Baluk Arts Program Coordinator

The Baluk Arts Program Coordinator position is part-time at 24-30 hours per week (negotiable) and reports to the Baluk Arts Manager. Applicants of Aboriginal and/or Torres Strait Islander descent are highly encouraged to apply.

The base salary offered will be between \$30 - \$39.99 per hour pro rata, plus superannuation. A 1-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

- 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 or call 0497 004 179. The position description is available at:

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

Applications to manager@balukarts.org.au must include a one page cover letter briefly addressing relevant skills and experience. Please include your resumé with the application.