

**Title of Position:** Program Coordinator

**Role type:** Contract FTE 1.0

**Remuneration:** \$60K pro rata + 9.5% superannuation

**Terms of contract:** 8 weeks (21 August - 13 October, 2017)

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### **Underbelly Arts Organisational Overview**

Underbelly Arts supports the next generation of exciting, innovative and risk-taking artists, helping them realise the potential of their ideas and exposing them to new audiences via adventurous events in creative places.

We do this primarily through a biennial creative development Lab, which culminates in a two-day Festival presentation, which will be held at the National Art School in 2017. The Lab and the Festival provide artists with a unique outlet for development and presentation, creating new ways for audiences to experience art, process and ideas.

### **Position Summary**

The Program Coordinator reports to the Director and is responsible for developing and implementing a range of organisational systems and process to ensure all facets of the Underbelly Arts Lab and Festival 2017 program are rolled out and executed smoothly and in accordance with the Festival's Program Schedule and Event Management Plan. The Program Coordinator is the primary contact for artists in the lead up to and during the Lab and Festival and maintains a friendly and approachable manner, with the ability to problem solve efficiently and effectively.

### **Key Role Responsibilities**

#### *Programming*

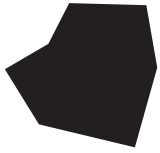
- Assist the Director in executing the artistic program including:
  - o Core program
  - o Public lab tours
  - o Lab evening program
  - o Morning artist/curator round table discussions
  - o Opening night party
  - o Kids program
  - o Accessibility program
  - o Online program
- Act as artist liaison and first point of contact for artists in the lead up to and during the Lab and Festival
- Coordinate and document artist feedback

#### *Marketing*

- Work with Administration and Marketing Coordinator to deliver marketing materials including printed program, especially regarding public messaging around Program Schedule and events
- Maintain, proof and update artist images, project copy and schedule details and updates on print and online marketing collateral

#### *Organisation and Administration*

- Coordinate artist and curator travel and accommodation where required
- Assist with inductions, scheduling and managing artists



*Occupational Health and Safety*

- Work in a respectful and non-discriminatory manner and in accordance with all legislative policies and practices including OHS&W and EEO and all Underbelly Arts policies

**Conditions**

- The position is a short-term contract from 21 August - 13 October, 2017 with a total remuneration of \$9,600 + 9.5% superannuation based on a \$60K pro rata salary
- The Program Coordinator is paid for 8 weeks of full time work with the understanding that requirements for the position will involve some work outside these hours

**Selection Criteria**

- 1) Demonstrated track record in arts administration or project management within a small team, with the ability to plan, deliver and evaluate creative projects
- 2) Excellent communication and liaison skills with a variety of different stakeholders, and high level attention to detail
- 3) Superior time management skills and the proven ability to prioritise workloads and meet deadlines
- 4) Knowledge of and interest in supporting the next generation of great Australian artists
- 5) Proficiency with standard administration and communications tools including Microsoft Office Suite, MailChimp or equivalent, social media and website platforms

**Desirable**

- 1) Relevant tertiary qualification
- 2) Ability to use Adobe Creative Suite for basic web graphics and layout

**APPLICATION REQUIREMENTS**

Your application should include:

Cover letter

Statement addressing selection criteria (no more than 1 page)

CV (no more than 2 pages)

3 x referees

Applications should be addressed to Roslyn Helper, Underbelly Arts Director, and emailed as PDFs to [roslyn@underbellyarts.com.au](mailto:roslyn@underbellyarts.com.au). Please list the job you're applying for in the subject field of your email.

**Applications are due no later than 5pm, Sunday 30 July, 2017.**