

Eastern Riverina Arts

Gallery and Programs Assistant

Position Description

Overview

Eastern Riverina Arts is looking for an aspiring arts professional to step into the role of Gallery and Programs Assistant.

The Gallery and Programs Assistant will provide support to the Program and Partnerships Manager in gallery exhibition and event coordination at The Station Creative Workspace. This position is for an arts professional seeking opportunities to upskill across many facets of arts administration and event management. The ideal candidate will be comfortable engaging with artists and stakeholders and contribute to a positive team culture with an enthusiasm for learning and developing new skills.

They will assist in the delivery and development of events including exhibition launches, professional development program sessions and assist external hirers. This role requires some evening work and weekend work, and undertaking physical tasks including climbing ladders and lifting items in accordance with Work Health Safety (WHS) procedures.

The Gallery and Programs Assistant role is suited to someone with a passion for fostering arts, culture, creative industry and community. They will join an effective and hardworking team and gain skills and experiences planning, articulating and presenting a diverse range of projects.

About Eastern Riverina Arts

Eastern Riverina Arts enriches, inspires and connects our region by fostering arts, culture, creative industry and community. We are the peak body for arts and cultural development in our region and part of a network of arts organizations across regional New South Wales. We work in partnership with the eight Local Government Areas of Bland, Coolamon, Cootamundra-Gundagai, Lockhart, Junee, Snowy Valleys, Temora and Wagga Wagga.

Period of Employment: We have secured funding to support this role for up to 12 months.

Remuneration: \$32 per hour. Plus superannuation in line with the Super Guarantee

Working Hours: Casual. We anticipate approximately 7 hours of work to be available per week, however this may fluctuate over time. Some weekends and evenings will be required.

Location: The position will be based in Wagga Wagga at The Station Creative Workspace

Employer: Eastern Riverina Arts

Reports to: Executive Director, Program and Partnerships Manager

Key relationships: ERA Team, community and cultural organizations and groups, artists and creatives, volunteers

Duties

- Provide administrative support for the planning and execution of the annual exhibition program.
- Support the development of exhibition labels, promotional materials in collaboration with the Communications and Engagement Officer
- Assist with bar service, artwork sales, set up and pack down of exhibitions and service areas for events and programs at The Station Creative Workspace.
- Support public program planning and promotion and assist in the delivery and development of events including exhibition launches, professional development program sessions and assist external hirers

Exclusions:

- You shall not sign contracts or execute procurement contracts on behalf of Eastern Riverina Arts

Tasks that we do not consider to be the express responsibility of the Assistant:

- Coordination of ERA and project staffing, rosters etc
- Coordination of General event management tasks including site security, safety management, ticketing
- Establishing an exhibition program or executing exhibition offerings

At all times:

- Comply with ERA policies and procedures and the funding guidelines relevant to this project (eg Create NSW project funding)
- Utilize ERA Project tools including storing all project files in supplied network drives and participating in the use of project management software

Essential Criteria

1. Some experience in artwork handling and exhibition install including the use of a standard gallery track hanging system
2. A positive attitude and ability to collaborate with members of a team to deliver the highest standard of work
3. Capacity to effectively use email and calendars, the Microsoft Office suite and a range of online tools (eg Eventbrite, Asana, Mailchimp).
4. Experience in front of house or customer service and ability effectively manage public enquiries
5. Excellent organizational skills and time management with the ability to work towards and meet multiple deadlines
6. Knowledge of and commitment to work health and safety and equal employment opportunity principles
7. A current Responsible Service of Alcohol (RSA) certificate, and NSW Competency Card.
8. Current class C driver's license

Desirable Criteria

- Experience operating technical equipment including a PA system, projector and live streaming camera
- Experience in hospitality and/or operating a bar
- Possess (or working towards) tertiary qualifications in a relevant field such as arts administration or event management.