

Visual Arts Coordinator

Nexus Multicultural Arts Centre Inc (Nexus Arts)

Salary: \$50,000 pro rata

Hours: 0.2 (1 day per week)

Commencement Date: negotiable

End Date: 31 December 2020

Reports to: Artistic Director

ORGANISATIONAL CONTEXT:

Nexus Arts is a leader in culturally diverse and intercultural artistic practice. We are the only contemporary arts organisation in South Australia with this focus, and have been throughout our 35-year history. Nexus presents contemporary art of the highest quality which explores, promotes and celebrates cultural diversity, creating authentic opportunities for artists from different backgrounds to connect, intersect and collaborate. We strive to foster excellence in contemporary arts by supporting culturally diverse and First Nations artists with development programs and presentation opportunities.

We are a bold and visionary organisation with a strong objective and an active social conscience. We believe that art is a vital mechanism for exploring, promoting, and challenging ideas, and that contemporary arts have an essential role to play in the shaping of our society. We believe in supporting artists to thrive and enabling them to communicate their unique and affecting stories to broad audiences.

OUR VISION AND MISSION:

Contemporary arts are culturally diverse, truly representative and valued, promoting social cohesion and inclusivity.

Nexus Arts pursues and promotes excellence through intercultural creative practices, engaging both artists and audiences.

PURPOSE OF POSITION:

Nexus Arts' Visual Arts program is a core organisational focus and output. The program objectives are:

- to present contemporary visual artists from culturally and linguistically diverse and First Nations backgrounds,
- to support emerging artists from these backgrounds through development opportunities and studio residencies,
- to promote an intercultural understanding of Australian contemporary arts; and
- to engage audiences and communities through exhibitions and related public events.

The Visual Arts Coordinator position is crucial to the delivery of the Visual Arts program, and supports the Artistic Director to ensure its success, relevance, and impact.

Responsibilities

- Coordinate the delivery of the organisation's annual Visual Arts program
- Assist the Artistic Director in the programming of the annual Visual Arts program
- Manage technical specifications and logistics in the lead up to each exhibition, liaising with the installation technician
- Coordinate the installation and deinstallation of each exhibition
- Coordinate, promote and project-manage public programs that align with exhibitions (artist talks, workshops, etc)
- Provide support and advice to studio residency artists and other exhibiting artists as required
- Liaise with relevant partners for co-curated/co-presented exhibitions
- Liaise with relevant individuals, publications and media outlets, and seek reviews of exhibitions where appropriate
- Collect and collate marketing information (images, copy, social media tags and links, artist bios) to relay to relevant staff for the creation of promotional material (invitations, advertisements, social media collateral)
- Coordinate essay writers for exhibitions and speakers for exhibition openings, in consultation with artists and Nexus' Artistic Director
- Identify funding opportunities and contribute to funding applications
- Ensure exhibitions are managed within budget
- Maintain the storeroom
- Represent Nexus Arts at relevant industry events

Organisational Relationships, Extent of Authority, and Accountability

- The Visual Arts Coordinator will report to the Artistic Director.
- The Visual Arts Coordinator has limited financial authority and consults with the Artistic Director and General Manager on programming expenditure and budgetary requirements.
- The Visual Arts Coordinator is accountable to the Artistic Director for all aspects of their work.

KEY SELECTION CRITERIA

- You have a strong interest in and a commitment to contemporary visual arts practice, and an understanding of the visual arts sector in South Australia.
- You have a commitment to supporting artists and can function as a liaison between the artist and our organisation, to ensure the needs of both are met.
- You have an understanding of the processes for the installation and de-installation of visual arts exhibitions.
- You have excellent interpersonal skills, the ability to communicate effectively, and the capacity to work as part of a small team.
- You have a demonstrated ability to plan, organise, and deliver activity effectively, and possess skills in creative problem-solving.
- You have an understanding of OHS and Risk Management principles and their application.
- You have administrative experience and the ability to work within budgets and timelines.
- You are passionate about the arts and respectful and supportive of Nexus Arts' vision and mission.

DESIRABLE SELECTION CRITERIA

- You have tertiary qualifications in visual arts or similar, or prior experience in an equivalent field.
- You have experience working in artist studios, in professional development programs for visual artists, and/or in the delivery of public programs in a visual arts context.
- You have existing networks within the South Australian visual arts sector.