
Position Description

Visual Arts Lead

Salary: \$72,000 pro rata at 0.4TE, plus compulsory superannuation contributions

Hours: hours worked fortnightly up to 0.4FTE (15.2 hours per week)

End Date: 31 December 2025 with view to renew

Reports to: Co-CEOs

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. Nexus presents contemporary art which explores, promotes and celebrates cultural diversity. We foster excellence by supporting culturally and linguistically diverse and First Nations artists with development programs and presentation opportunities, engaging broad audiences to experience diverse artistic practice.

Our Vision

Australian contemporary arts truly represent our intercultural society, promoting social cohesion through diversity and excellence of practice.

Our Mission

Nexus Arts fosters contemporary intercultural creative practices, engaging and developing both artists and audiences.

PURPOSE OF POSITION

The Visual Arts Lead is a key artistic position within the Nexus Arts team. The Visual Arts Lead manages all aspects of Nexus Arts' Visual Arts Program, including driving the artistic programming. Successful fulfillment of this role will see the continued delivery of the Exhibition and Studio Residency Programs, and other activities as appropriate.

RESPONSIBILITIES

- Lead the artistic vision and programming of all Visual Arts Programs, including the Exhibition and Studio Residency Programs, in consultation with the Co-CEOs.
- Develop and deliver Visual Arts Programs to the highest standards, providing opportunities for discourse and debate in culturally diverse, intercultural, and First Nations arts practice, in collaboration with the Co-CEOs.
- Deepen connections and engagement with culturally diverse, intercultural and First Nations visual arts communities, Nexus artist alumni and mentor alumni, being a positive advocate for Nexus Arts.
- Proactively engage with relevant partners to explore opportunities for co-curated or co-presented exhibitions.
- Deliver Visual Arts Programs on time and on budget.
- Manage contracting of artists across all Visual Arts Programs.
- Collect and collate marketing information from artists to relay to the Marketing Manager for the creation of promotional material.
- Coordinate the creation of print marketing assets, e.g. posters and postcards, in consultation with the Marketing Manager.
- Coordinate the creation of digital exhibitions, including photographic documentation and audio descriptions.
- Liaise with the Development Manager to source relevant individuals, publications and media outlets for Public Relations opportunities, and seek reviews of exhibitions where appropriate.
- Liaise with the Development Manager to create invitations to Nexus Arts Members for key events, such as opening events and the public program.
- Select and engage essay writers for exhibitions and speakers for exhibition openings, in consultation with artists and relevant Nexus Staff.
- Manage technical specifications, logistics, installation and de-installation of exhibitions in adherence of WHS procedures.
- Design and project manage public programs that align with exhibitions.
- Provide support and advice to Studio Residency Artists and other exhibiting artists.
- Select and engage mentors for Studio Residency Artists, in consultation with artists and relevant Nexus Staff.
- Maintain the storeroom and studio.
- Maintain gallery information and displays.
- Manage exhibition opening/closing events, including preparing floor sheets and pricing lists, and managing gallery sales.
- Lead enhanced data capture processes of artist experiences e.g. interviews / conversations / exit questionnaire for studio residents.
- Lead enhanced data capture processes of gallery visitation information.
- Provide support for Nexus Arts' funding application program *Write Up*, where required.
- Contribute to reporting on Visual Arts programs where required, e.g. Board activity reports and Create SA monthly reporting.
- Other tasks as delegated by the Co-CEOs from time to time.

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY AND ACCOUNTABILITY

- The Visual Arts Lead has authority as confirmed by the Co-CEOs.
- The Visual Arts Lead is accountable to the Co-CEOs for all aspects of their work.