

Position Description – PROGRAMS AND EVENTS COORDINATOR

Reports to: General Manager, TarraWarra Museum of Art

Hours of Duty: This is a part-time 0.8 FTE position in a hybrid working environment. Normal working hours will be between Tuesday to Sunday 9am-5pm.

There is a requirement to be onsite as part of the delivery of events, including weekend work and occasional after-hours work. There will be a requirement to occasionally work additional hours which will accrue time off in lieu (TOIL).

Salary Range: \$73,000 - \$78,000 pro-rata, depending on experience, plus 11.5% superannuation

Other requirements: This role requires the employee to hold a full current driver's licence and own a registered vehicle to travel to and from work. A current satisfactory Working with Children Check and Criminal History Check is required.

About TarraWarra Museum of Art

TarraWarra Museum of Art is a unique institution within Australia. Located on Wurundjeri Country in the Yarra Valley, Victoria, it was founded by Marc Besen AC and the late Eva Besen AO, who not only gifted the award-winning purpose-built Museum designed by the late Allan Powell, they also donated over 600 works of Australian art from their private collection. Welcoming audiences since 2003, TarraWarra is a leading not-for-profit public art gallery that features inventive and stimulating exhibitions and programs about 20th and 21st century art.

Vision

Connecting Art, Place and Ideas

Purpose

Generate a suite of exhibitions and experiences, drawing inspiration from our location, exemplary collection and current ideas. We aim to engage with audiences to develop a deeper understanding of the worlds that artists create.

It is imperative that every person contributes toward TWMA achieving the goals within the Strategic Plan 2024-2027, which are:

- Connecting art, place and ideas
- Audience engagement
- Collaborating with the sector
- Providing for robust, sustainable and secure operations

Values

- Respect for First Nations voices of Wurundjeri Country and beyond
- Respect for art and the artist
- Respect for the spirit of philanthropy – the inspiration for the Museum
- Respect for the natural world and sense of place, inspiring fresh creative perspectives
- Respect the diversity of our visitors
- Respect for the curiosity of our audience
- Respect for cultural safety, equity and access

Position Overview

The Programs and Events Coordinator works as part of a small team, balancing independence, initiative and collaboration. The position supports curatorial staff to deliver programs (e.g. live performances and music, talks and forums, workshops for children, families and adults) and works with front of house, external relations and marketing staff to deliver events (e.g. exhibition openings, member previews and major partner events, such as the annual TarraWarra Festival with the Australian Chamber Orchestra weekend concert). Working with the General Manager, the position supports the Museum to build sustainable income through the development of venue hire strategy.

KPIs

1. Manage the calendar of programs and events, consulting with the Learning and Engagement Team and Front of House team to ensure that there is capacity within the organisation to fulfill it without incident
2. Proactively oversee and manage the logistics of events according to Operational procedures including appropriate risk assessment and management, including but not limited to FSH, OHS, RSA, creating the appropriate run sheets and communications with staff and providers.
3. Liaise with a variety of internal and external stakeholders making sure their needs are met, and by effectively managing time, budget, and resources to provide quality outcomes meeting defined objectives.
4. Provide exceptional project coordination skills with the ability to manage multiple deadlines and communicate requirements with team members and external stakeholders for events spanning a range of audiences and purposes.
5. Communicate staff resource requirements for events with the Front of House Coordinator, in order that visitors to the Museum are provided an excellent experience.
6. Act as the first point of contact for all venue hire clients, ensuring friendly and efficient customer service, responding to online, email and telephone enquiries, and conduct site visits of the EMBC and Estate with prospective clients as required.

Duties and Responsibilities

Key Accountability	Tasks
Connecting Art Place and Ideas - Event Coordination	<ul style="list-style-type: none"> • Collaborate with relevant staff to lead the creation of run sheets and risk management plans for all programs and events, ensuring all staff are appropriately briefed and all delegated tasks are completed in a timely manner to meet deadlines. • Ensure a consistent and high-level standard of presentation and documentation is achieved for all programs and events. • Manage relationships with relevant suppliers and contractors (includes technical/AV, catering, Auslan interpreters). • Liaise with internal and external stakeholders and programming partners (as required). Perform a range of physical activities as part of setting up and packing down programs and events. • Contribute to the evaluation and continuous improvement of program and event delivery.
Venue Hire	<ul style="list-style-type: none"> • Manage venue hire client inquiries and cultivate client relationships, including problem solving client related issues independently while ensuring client satisfaction and a high level of service is maintained.

	<ul style="list-style-type: none"> Working with the General Manager, monitor venue hire income and contribute to venue hire strategy.
Administration	<ul style="list-style-type: none"> Coordinate the Museum-wide calendar of programs, events and venue bookings and maintain oversight of accommodation and tour bookings, liaising with relevant staff to prevent scheduling conflicts. Manage and maintain the Museum’s event management software and internal booking processes, ensuring relevant staff are briefed and trained proficiently (as required). Manage expenditure within allocated program and event budgets, and regularly update the General Manager on status. Working with the Office Coordinator, arrange hospitality and catering for all programs, events and bookings. Working with the Office Coordinator, arrange travel and accommodation for artists and other participants in programs (as required). Support marketing staff to coordinate and maintain RSVPs for programs and events. Contribute to the development of reports, proposals and organisational budgets (as required).
Facilities and Resource Management	<ul style="list-style-type: none"> Ensure that all event-related spaces in the Eva and Marc Besen Centre are maintained and safe. Manage the responsible allocation of resources for programs, events and bookings, and raise resource issues in a constructive and solution-focused way (as required). Support the Office Coordinator to prepare and monitor the Front of House staffing roster to ensure daily operational requirements are met.
OH&S	<ul style="list-style-type: none"> Responsible for all event-related OH&S and follow all OH&S protocols, as directed by the General Manager. Report issues of concern such as hazards and risks and where applicable, rectify. Attend relevant OH&S and emergency training,

Selection Criteria

<u>Qualification/Certificates</u>	<ul style="list-style-type: none"> Holds or can obtain current Food Safety & Food Hygiene certificate. Holds or can obtain valid Responsible Service of Alcohol. Holds a Working with Children Check Victoria. Holds or can obtain a valid Criminal History Check
<u>Experience/Knowledge</u>	<ul style="list-style-type: none"> Demonstrated experience coordinating staff and resources to deliver a wide range of events, on time and within budget, in a museum setting (or equivalent). Proficiency in IT systems and equipment, including Microsoft suite, event management software, sales and ticketing platforms and/or customer relationship management (CRM) software. Sound knowledge of OH&S, emergency procedures and/or risk management processes. Experience in setting up audio-visual resources for events. Experience using Artifax Software.

	<ul style="list-style-type: none"> • Understanding of current best practice measures for access and inclusion in the arts.
<u>Capabilities</u>	<ul style="list-style-type: none"> • Holds current full driver’s licence and owns a registered car. • Excellent administration and planning skills, including strong attention to detail and a positive and adaptable approach to problem solving. • Excellent interpersonal skills and ability to liaise with a wide variety of stakeholders, including demonstrated experience building strong relationships with external partners and clients. Flexibility to work on weekends (as required). • Ability to move equipment and furniture as per the manual handling procedures.

TarraWarra Museum of Art encourages applicants from First Nations, culturally and linguistically diverse, disability and LGBTIQA+ communities to apply. We recognise that there are barriers to employment for people from these communities, and we encourage you to get in touch with us to explore alternative application methods or other ways of removing these barriers. We encourage you to apply even if you don’t have all the attributes listed above but feel that you would be a good fit.

Applications

To apply, email the following three documents to recruitment@twma.com.au
 Applications are open until the position is filled.

Please include:

1. Cover letter, with name, address, phone number and email
2. A CV of no more than 2 pages with the names, phone and emails of two referees
3. No more than 3 pages addressing the Key Selection Criteria and OHS Selection Criteria with relevant examples of previous experience

Enquiries

Tony Dutton, General Manager, tony@twma.com.au or 03 59573100

Eva and Marc Besen Centre

In 2025 TarraWarra will launch a major new building, the Eva and Marc Besen Centre. A breathtaking architectural concept designed by Kerstin Thompson Architects with landscaping by OCULUS and Wurundjeri horticulturalist and artist Craig Murphy-Wandin, the state-of-the-art building is a multi-purpose learning and performance space for family and children's programs, talks, forums, workshops, live arts and educational programs.

The Centre will also offer a unique behind-the-scenes look at works from the TarraWarra Museum of Art collection. Presented in visible art storage racks, the general public will have viewing access to the works of some of Australia's most significant modern and contemporary artists.

