



POSITION DESCRIPTION

Position title:	Program and Communication Coordinator Verge Gallery
Department:	Student Programs
Reporting to:	Verge Gallery Director
Manages:	Nil
Employment type:	Part Time
Classification:	Level 4 The University of Sydney Union Industrial Agreement 2001
Conditions:	30 hours per week; Will include Saturdays and some nights as dictated by business requirements.

Purpose

To deliver a program of events that drive student engagement and enhance the campus experience.

About USU

The USU is a not-for-profit organisation that has existed to serve the University of Sydney community since 1874 when it began as a humble society for ambitious student debaters.

We provide key programs, services and facilities that enhance campus life for the many thousands who join and interact with us. The programs department deliver student experiences through a range of activities including programs, events, clubs and societies, activation's and funding initiatives.

The USU's vision is to provide the best university experience in Australia and our mission is to be the heart of uni life.

About Verge Gallery

Verge Gallery at the University of Sydney (USYD) is a public art space dedicated to the presentation of Contemporary art practice. Established in 2009, Verge's 2019 Artistic Program coincides with the Gallery's 10th anniversary.

Verge Gallery's key focus is to present interdisciplinary exhibitions from leading and emerging arts practitioners while providing the University of Sydney students, academics and visitors an arena for critical dialogue and response. A space without borders, we encourage unique voices and viewpoints.

Through exhibitions and public programs, Verge acts as a vehicle for learning and skill sharing. In collaboration with the University's faculties and the greater community, Verge programs give students experiential learning opportunities and mentorships that support their education and development. Situated in the Chippendale-Redfern-Darlington creative hub, Verge expands beyond its university setting to provide exhibitions and events that are relevant to the wider community.

Verge Gallery's artistic program showcases artists at the forefront of Australian Contemporary artistic practice showcasing experimental and contemporary projects on point with current cultural, social, scientific and/or artistic discourse.

Verge Gallery is an initiative of the University of Sydney Union (USU). Verge Gallery is an integral part of the USU suite of cultural programs which are at the heart of University of Sydney life.

Job summary

The Program and Communications Coordinator is a newly created position with a principal responsibility of assisting with the development and delivering of the critical and ambitious artistic program at Verge Gallery. The position requires an individual who is confident and capable of delivering a communication strategy and assisting with fundraising through project grant applications.

Working within a small team, the position routinely interacts and collaborates with a range of key stakeholders including the USU staff, University staff and students, artistic collaborators and arts audiences.

The Program and Communications Coordinator reports to the Director of Verge Gallery. Verge Gallery operates within the Programs team of the University of Sydney Union.

Essential Criteria

Qualifications/sector experience

- Tertiary qualifications in the arts or experience working within the Contemporary and/or Visual Arts sector.

Knowledge, skills and competencies

- Sound knowledge of contemporary visual arts practice nationally and internationally.
- Developed ability in the curation of exhibitions and facilitating public programs.
- Experience in Artistic Program development, planning and administration.
- Proven record of developing audiences through a communications strategy.
- Demonstrated ability of developing grant funding applications that have successful outcomes.
- Experience supervising Front of House Volunteers and/or staff.
- Exceptional time management skills working with competing deadlines and sustaining a keen eye to detail.

Desirable criteria

- Current NSW drivers license or equivalent.
- Experience in working in a not-for-profit organisation
- Demonstrated knowledge of the University of Sydney, The University of Sydney Union and its activities
- Experience working with Adobe Creative Suite programs: InDesign and Photoshop

Personal qualities

- Culturally competent with a friendly, professional working manner.
- Sincere, hard-working, confident and focused.
- Highly motivated with the ability to work within a team or autonomously.
- Shows integrity when providing the visitor experience.
- The ability to create and sustain healthy stakeholder relationships.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Programming	<p>Assist in the development and delivery of the annual schedule of exhibitions, public programs and community outreach.</p> <p>Coordinate the exhibitions of USU projects such as the USU Creative Awards and Exposure.</p> <p>Coordinate the annual call out for Verge's Artistic Program Expressions of Interest.</p> <p>Assist with external loans from the Art Collection and loans to the exhibition program, ensuring compliance with museum standards.</p>	<p>Willingness to assist with all aspects of programming.</p> <p>Coordinate all events with the upmost professionalism and accuracy.</p>
Gallery Operations	<p>Assist with the management and operation of the exhibition spaces.</p> <p>Maintain the gallery and other associated physical spaces to a high standard as required.</p> <p>Create project timelines, budgets, and associated logistics for exhibitions.</p>	<p>Gallery is maintained to a high standard.</p> <p>Efficient delivery of projects achieved through consistent and involved planning.</p>
Administration	<p>Manage and maintain gallery records including financial, artist and other administrative files.</p> <p>Seek funding opportunities and develop grant applications.</p> <p>Marketing and communication including website management, social media and promoting Verge through external media channels.</p> <p>Act as liaison with the USU marketing team.</p>	<p>Represents Verge Gallery & the USU in a professional manner.</p> <p>Is an active member towards grant fundraising.</p> <p>Marketing strategy and timelines delivered; online engagement meets internal KPIs.</p>
People Relationships	<p>Act as first point of contact for general enquiries.</p> <p>Supervise students and volunteers participating in internships, invigilation and student focused activities.</p> <p>Represent Verge Gallery professionally and facilitate public facing talks and forums where required.</p> <p>Represent Verge at University of Sydney Union meetings and events when required.</p>	<p>Maintain positive relationships with key stakeholders.</p>

	In the absence of the Director act as main point of contact and oversee gallery operations.	
Work Health & Safety (WHS)	<p>Conduct all work in a safe manner Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and the People & Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
Demonstrate commitment to the department and USU as a whole	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Manager</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Physical Requirements

Required frequently: sitting, standing, walking (other examples include: bending, reaching, scooping, kneeling, squatting, driving, lifting above shoulder height, lifting up to 10 kilograms)

Compiled by: Verge Gallery Director

Date: 7 March 2019

Authorised by: P&C Business Partner

Date: 12 March 2019

Current Employee Signature: _____

Date: _____
