

BRUNSWICK STREET GALLERY

Gallery Manager / Curator

Position description:

Brunswick Street Gallery is currently looking for a highly organised and creative self-starter with experience in arts administration and management to fill the position of Gallery Manager / Curator.

About the gallery:

Brunswick Street Gallery provides professional exhibition space for self-representing local and national artists, as well as creative studio spaces for makers and designers. Located in the heart of Fitzroy—one of Melbourne's most creative suburbs—the gallery oversees a dynamic schedule hosting regular exhibition openings, numerous cultural events and art prizes throughout the year.

About the Role:

Reporting to the Director, the Gallery Manager / Curator is responsible for managing the day to day operations of the gallery while overseeing the galleries comprehensive exhibition and events schedule. Another important function of this role is building on the galleries reputation as an important space for emerging and early career artists, achieved by the delivery of exceptional service to artists and the general public. The right applicant will need to have a passion for the arts and a strong interest in relationship building and early career artists. This role requires a candidate to be creative, self-driven, excellent communicator with exceptional attention to detail.

The successful applicant will be responsible for conceptualising, facilitating, and coordinating multiple exhibitions and projects simultaneously in a fast-paced gallery environment. The role requires constant liaising with artists and curators ensuring the highest quality exhibition outcomes, building an artistic community around the gallery, expanding the galleries public profile to increase artwork sales, and ensuring artists and curators feel supported.

Employment terms and remuneration:

This is a contracted permanent position, averaging 40 hours per fortnight, allowing for gallery installations, exhibition openings and other requirements. Saturday work may be required. Pay range \$52 000 - \$58 000 per year plus super (depending on experience and qualifications of applicant). 4 weeks annual leave.

Position Requirements:

The position requires a highly organised person who has great interpersonal skills, a strong focus on community building, and who is able to multitask on both short and long-term projects. Excellent presentation and communication skills are essential (written and spoken), and a high level of understanding and practice in social media, website and mailing list management. Proficiency in Photoshop and InDesign are also essential. Practical experience with exhibition install, artwork handling best practices as well as a strong interest in emerging and early career artists will be advantageous. Knowledge of Xero accounting software and FilemakerPro invoicing systems will be viewed favourably.

Key functions of the role include, but not limited to:

- Managing and growing exhibition schedule and events. This will involve undertaking artist call-outs, reviewing exhibition proposals, and expanding stable of exhibiting artists through advertising and community building.
- In consultation with the Director, help set the creative/curatorial direction of the gallery through curation of in-house exhibitions and events that establish the relevance of the gallery within the Australian emerging art scene.
- Ensure that the gallery operates to budget and financial projections are met. This will include overseeing invoicing, sales as well as staff rosters. Requires liaising with bookkeeper.
- Cover gallery hours 10am - 6pm, Tuesday - Saturday and insure that all other gallery open hours are covered by Gallery and Curatorial Assistant and volunteer gallery sitters. Saturdays negotiable.
- Manage install and de-install of exhibitions and opening events. This will include all exhibition didactics (artist statements, price lists, catalogue info). Two install technicians and gallery assistant will assist.
- Create and monitor all gallery advertising and media copy including website text, social media posts and hard-copy advertisements and publications.
- Maintain all office and gallery supplies and ensure appropriate storage of artwork and all other essential gallery materials.
- Oversee and ensure gallery maintenance to the highest standard.
- Ensure that the gallery, studios and all gallery staff comply with current Occupational Health and Safety (OH&S) relating directly to standard art gallery practices.
- Perform all other tasks reasonably requested by the employer relating to the smooth operation of the gallery and associated studios.

Key Selection Criteria.

- A Bachelor qualification or relevant skills with past work experience. A degree in Arts Management, Fine Arts, or related disciplines is an advantage.
- Be a self-starter, with the ability to work independently and to take initiative with creative projects for the promotion of the gallery's exhibitions and artists.
- Experience working with artists and curators within a gallery environment.
- Excellent communication skills (written and spoken). Experience writing for websites, articles, newsletters, and exhibition briefs viewed favourably.
- Experience creating budgets and working to financial projections.
- Proficiency in Photoshop and InDesign.
- Experience with exhibition install and de-install including correct artwork handling knowledge.
- Strong interest in emerging and early career Australian art.

Desirable:

- Xero accounting software and FilemakerPro invoicing systems,
- Grant writing experience.

Applications:

Please submit applications by Wednesday 13 December, 5pm.

Email applications to director@brunswickstreetgallery.com.au

All applications must have a Cover Letter, Resume, and response to Selection Criteria (no more than 2 pages).

Please note: Applicants must be available for interview before Friday 21 December 2018. Ideal start date early January 2019.