



POSITION DESCRIPTION INSTALLATION COORDINATOR

Reports to: Curator
Reports: None
Type: Part time (0.6) contract

ROLE STATEMENT

The Installation Coordinator will work with the Curator and Exhibitions Coordinator to plan and coordinate the installation and maintenance of PICA's exhibitions and special projects.

The role takes on responsibility for resourcing the department with staff, equipment and materials, ensuring a safe, accessible and operational work environment.

KEY RESPONSIBILITIES

Exhibition Installation

Working with the Curator and Exhibitions Coordinator, develop all administrative and technical aspects of installation and de-installation including:

- Schedules and project planners
- Prepare art work operating instructions and/or training to gallery staff as required
- Maintain accessible and accurate documentation for the department (such as condition reports, freight arrangements, etc) in soft and/or hard copy as required
- Plan for and deliver appropriate lighting of exhibitions
- Oversee and undertake the full and timely installation and deinstallation of exhibitions

Liaise with artists and contractors as required

Undertake all art work movements in and out of the PICA building including receipt, unpacking, condition reporting, packing, storage and dispatch of works

Be the first point of contact for any ongoing exhibition maintenance as required throughout exhibition periods

Resourcing and resource maintenance

Schedule and supervise casual installation staff

Source materials and equipment as required

Ensure exhibition storage and packing spaces are maintained and operational at all times

Work with the Curator, Exhibitions Coordinator and General Manager to ensure casual staff have access to ongoing training, safety accreditations and professional development opportunities

Other

Be an active member of PICA's Workplace Health, Safety and Wellbeing committee

Undertake any other duties, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

Represent PICA by attending relevant meetings and information sessions with arts, media and business industries, government partners and funding bodies.

PICA's INSTALLATION COORDINATOR WILL POSSESS:

- Experience in the handling and installation of art works in gallery spaces
- Excellent time management and communication skills
- Experience and confidence supervising staff and delegating tasks
- Strong administrative skills and experience
- Determination to understand and meet the artistic goals of artists, curators, contractors and partner organisations
- The ability to work under pressure with competing priorities
- A can-do, no-blame attitude
- A valid driver's licence

TO APPLY

Your application should be submitted by email and include two pdf attachments:

- A CV (no more than two pages)
- A letter addressing your ability to meet the requirements of the role as stated in this position description (no more than two pages)

PICA is committed to creating a workplace which is culturally aware and is as diverse as the audiences we present to. We encourage submissions for this role from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse applicants.

For enquiries about this role or your application, please contact PICA's Curator, Charlotte Hickson at curator@pica.org.au or 9228 6300.

Applications are due by **8am on Monday 17 June, 2019** to Caris Harper, General Manager at business@pica.org.au