



POSITION DESCRIPTION OPERATIONS AND PROGRAMS ASSISTANT

Reports to: General Manager
Reports: None
Type: PICA would prefer the position be full-time, but will accept applications that propose alternative arrangements to satisfy the role.

ROLE PURPOSE AT PICA

Each year PICA presents up to eight major exhibitions (each with a major public opening component), up to 15 performance seasons, a series of artist residencies, up to 50 public program activities and events, weekly education tours, and an annual program of VIP events. PICA also provides space for functions and external hires. Across these programs, PICA has visitation of over 300,000 people.

The Operations and Programs Assistant will be a central point for information sharing and collaboration across the organisation to best service the annual programs. Any day could include prioritising the use of a projector, ordering materials for three different staff, tidying the green room ready for an artist to arrive, processing invoices and updating budgets, negotiating an international freight booking or finalising rosters.

The role is designed for an early-to-mid career arts worker who is interested in developing the unique set of expertise required for producing performance and events, exhibition management or cultural venue management.

The Operations and Programs Assistant will be a new role for PICA, and the successful candidate will be expected to contribute to any changes required in the position to meet the overall objectives of the organisation.

ROLE STATEMENT

The Operations and Programs Assistant will ensure the efficient operation of PICA's programs and facilities. The role will oversee the resourcing and technical administration of PICA's programs, and will provide assistance in venue management.

KEY RESPONSIBILITIES

Programs Operations

- Work with PICA's programs team (Exhibitions Manager, Performance Producer, Engagement Coordinator) to appropriately resource and prepare for exhibitions, performances and events including:
 - Sourcing of materials such as hardware, software, props, furniture and any items required for artistic and event presentation
 - Booking equipment as required and managing deliveries
 - Rostering of casual staff, including exhibition installers and performance and event technicians, and where required, supervision of staff
- Assist the programs team with logistics bookings such as freight, accommodation, ground transport and travel as required
- Establish and maintain processes and systems for accurate and timely communication between internal and external stakeholders
- Build strong relationships with contractors and suppliers
- Maintain administrative records of program operations

Venue Operations

- Maintain a high level of order of equipment and materials in PICA's back of house areas
- Assist the General Manager to oversee general maintenance of PICA's facilities including building, vehicles and utilities
- Work with the General Manager to prepare for and execute capital expenditure projects
- Maintain administrative records of venue operations

Other

- 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.
- Be an active member of PICA's Workplace Health, Safety and Wellbeing Committee

PICA's OPERATIONS AND PROGRAMS ASSISTANT WILL:

- Have a working knowledge of the arts or similar field
- Have a qualification, relevant experience OR an overwhelming desire to learn technical expertise such as AV, Lighting and/or Sound
- Be able to work under pressure with competing priorities
- Enjoy both administrative and hands-on tasks
- Subscribe to PICA's values of courage, creativity, inclusivity and responsiveness
- Bring their energy to a fast-paced workplace that is active all year
- Possess a no-blame, can-do attitude
- Have a valid driver's licence

TO APPLY

PICA is committed to creating a workplace that 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. We also encourage submissions from people who identify as living with disability. If at any stage of the application or recruitment process you require any accommodation please contact us.

Your application does not need to answer selection criteria, instead we would like to receive a written response to the entire Position Description that highlights your own unique set of experiences and skills, and how they meet or aspire to the requirements of the role.

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

- A written response as requested above (no more than two pages)
- A CV (no more than two pages) that includes at least two reference contacts.

For enquiries about this role or your application, please contact PICA's General Manager, Caris Harper at business@pica.org.au or 9228 6300.

Applications are due by **5pm on Monday 14 January, 2019** to Caris Harper, General Manager at business@pica.org.au