

AUSTRALIAN TAPESTRY WORKSHOP

POSITION DESCRIPTION - PUBLIC PROGRAMS OFFICER 2022

Position Title	Public Programs Officer
Hours:	0.6 pro rata position, flexible days (must include Saturday)
Salary:	\$46,000 plus 10% employer superannuation contribution
Reports to:	Director and Operations Manager
Works with:	Development & Communications Coordinator, Public Program & Exhibition Coordinator, Front of House Coordinator
Contract position:	2 years

ROLE CONTEXT

The Australian Tapestry Workshop (ATW) is Australia's only tapestry workshop and an international leader in contemporary textile art, collaborating with a range of international and Australian artists. Located within 10 minutes of Melbourne's CBD in South Melbourne the ATW was established in 1976 as a not-for-profit company limited by guarantee. In addition to creating innovative works of art, we promote the art of contemporary tapestry worldwide and engage the public through weaving classes, exhibitions, programs, collaborations, publications and social media.

This new position of Public Programs Officer offers an exciting opportunity for a digital native with strong communication skills to expand their experience in this unique area of contemporary art. The role is an important part in the ATW team and is responsible for supporting the creation and delivery of digital communications, exhibitions and community engagement across a variety of virtual and onsite activities.

POSITION SUMMARY

The Public Programs Officer works closely alongside both the Public Programs & Exhibitions Coordinator and the Development & Communications Coordinator to assist with developing dynamic and accessible programs and communications that raise the profile and build the audience of the ATW. The position is responsible for supporting the creation and delivery of all 'front facing' public activities including digital and print communications, workshops, exhibitions and events that engage a diverse range of artists, students, supporters, stakeholders and the general public. The role requires a minimum of two days onsite (one being Saturday) with occasional attendance at after-hours events as required and the flexibility of remote/WFH one day per week.

KEY RESPONSIBILITIES

- Work closely with the Public Programs & Exhibitions Coordinator on a engaging calendar of events and the development of public programs and exhibitions.
- Work closely with the Development & Communications Coordinator in the design and delivery of print and digital communication materials including newsletters, brochures, invitations and marketing materials for the ATW.
- Assist in the set up and delivery of curated exhibitions, workshops and public events.
- Front of house duties including exhibition invigilation, general enquiries, retail sales.
- Preparation and delivery of copy and images for social media, and the ATW website.
- Inhouse photography and videography, including basic video and photographic editing using Premiere Rush and Photoshop.
- Preparing Keynote / PowerPoints for presentations and public programs
- File management of ATW photographs and videos including management of cold storage
- Other in-house graphic design tasks as required (signage, exhibition labels and didactics)
- Other duties as required.

KEY SELECTION CRITERIA

- Demonstrated capacity to deliver strong and engaging communications, particularly writing for social media (campaigns and editorial)
- Demonstrated experience in front of house including exhibition invigilation and retail sales (online and/or in person).
- Excellent organisational skills, flexibility, the ability to meet tight deadlines and work very closely and effectively in a small team.
- Excellent communication and interpersonal skills, including experience communicating confidently with broad range of people.
- Ability to self-manage, commitment to high quality outcomes and meticulous attention to detail.
- Proficiency with Microsoft Office Suite, Adobe Creative Suite, Website CMS.
- Experience delivering public programs and hands on workshops and exhibition installation an advantage.
- Current Working with Children check and/or First Aid an advantage.
- Knowledge of, or significant interest in contemporary art and textiles an advantage.

OTHER RELEVANT INFORMATION

- This position will be subject to a three-month probation period and performance review.
- The successful applicant may be required to undergo a Victorian Police Records' check.
- The ATW is an Equal Opportunity Employer and operates a smoke-free work environment.
- COVID-19 vaccinated
- **For further information or to submit an application please email
Antonia Syme, Director – contact@austapestry.com.au**