

AUSTRALIAN TAPESTRY WORKSHOP

POSITION DESCRIPTION – PUBLIC PROGRAMS COORDINATOR

POSITION TITLE:	Public Programs Coordinator
SALARY RANGE:	\$65K - \$70K pro rata per annum + superannuation
HOURS:	4 days per week
REPORTS TO:	Co-Directors/CEOs
CONTRACT POSITION:	Initial 12-month contract position (3-month probation period)

POSITION SUMMARY:

The Australian Tapestry Workshop (ATW) is looking for a highly motivated person with a proven record of running a diverse range of public programs that will engage and expand our audiences.

The Public Programs Coordinator is responsible for the delivery of a range of programs including artist residencies, exhibitions, talks, events and workshops. The role delivers programs that support our gallery exhibitions, artist and community engagement.

The successful applicant will be an experienced producer with public programming experience, and a hands-on approach to delivery. Networks within the art and design sector would be an advantage.

ROLE CONTEXT:

ATW is a not-for-profit arts organisation, connected to artists across Australia through tapestry commissions and programming. ATW is a dynamic and creative textile hub—the only one of its kind in Australia. We foster innovation, and craftsmanship while providing an inspiring and welcoming environment with a strong sense of community. Our South Melbourne studio is a centre for creative exchange, collaboration and education. We provide an engaged and supportive workplace.

Our employees say, *“Working at ATW is truly special. I love being in a studio environment where I can witness artworks coming to life. It’s a unique and inspiring place to work, surrounded by creativity and colour. I particularly enjoy working alongside Master Weavers who have a deep knowledge of their craft, as well as engaging with artists in residence, getting insight into their practices and seeing their artwork evolve.”*

KEY RESPONSIBILITIES:

- Develop and deliver ATW’s annual creative and public program that includes:
 - Artist in Residence Program and Project Space including artist induction and liaison, and delivery of associated exhibitions, talks and creative workshops
 - Public programs including artist management, exhibition design and installation, budgets and logistics.
 - Onsite public programming in collaboration with partners such as Open House Melbourne and offsite events including Melbourne Art Fair and Melbourne Design Week.
- Working with the FOH Officer in ensuring the quality of the visitor experience at ATW.
- Coordinate domestic and international tapestry loans.
- Work with the Marketing and Development Officer to create content including monthly eNews, social media, brochures, guide notes, publications and invitations.
- Working with the Marketing and Development Officer to coordinate information displays and didactics on the studio and galleries.
- Support the Co-Directors to produce regular internal and external reports.
- Supporting the Co-Directors to develop and manage the program budget.
- Other duties as required.

PHYSICAL REQUIREMENTS:

- Regularly required to stand, walk, sit and bend.
- Must be able to lift and carry equipment and artworks up to 10 - 15 kilograms.
- Must be able to work in a variety of environments, including at heights.

KEY SELECTION CRITERIA:

- Proven experience in developing and delivering public programs for a diversity of audiences including the ability to work within defined budgets.
- Proven experience in developing and managing visitor experiences.
- Hands on experience in producing and delivering events including audio visual equipment set up.
- Experience in the management and installation of art exhibitions.
- Excellent administrative and organisational skills including the ability to develop project plans and timelines.
- Experience in communicating with stakeholders and managing contractors.
- Excellent interpersonal and written communication skills.
- Experience with Microsoft Office and Adobe Creative Suite including Photoshop and InDesign.
- A flexible approach to hours of work that may include weeknights and weekends.
- Ability to work well in a team.
- An ability to organise own workload and a proactive approach to working as part of a small team.
- Cultural sensitivity and ability to work with people from all backgrounds.

OTHER RELEVANT INFORMATION:

We encourage applicants to visit during our general open hours 10-5pm, Thursday-Saturday, to anonymously experience the workshop in action.

ATW is committed to creating a fair, equitable and inclusive environment. We value diversity in the artistic community and support the rights of all people regardless of age, gender, ability, or background. Applicants identifying as First Peoples, CALD, and/or living with disability are encouraged to apply. Reasonable accommodations will be made for qualified individuals.

If you would like to speak to someone about the role, please email contact@austapestry.com.au to arrange a call or meeting.

The position is based on a 4-day week and requires additional hours to assist with exhibition openings and events. Additional hours are managed via a time in lieu policy. The position is required to work onsite at ATW to deliver programs and events with travel to other sites on occasion.

ATW offers flexible hours. This position will be subject to a 3-month probation period and a performance review. The successful applicant will be supported to undertake a Working With Children Check.

HOW TO APPLY:

Applicants containing the following should be sent to contact@austapestry.com.au:

- a resume including three (3) referees
- an application addressing the key selection criteria of no more than 2 pages
- cover letter

Please note that applications that do not address the selection criteria or that don't supply referee details will not be considered.

Applications close on 27 February 2026 cob.

Interviews will be held on 6 March 2026. All those invited to interview will be sent the questions in advance to aid preparation.