



**GALLERY
LANE COVE
+ CREATIVE
STUDIOS**

Position Description Marketing Assistant (Part time)

Position Title: Gallery Assistant	
Company: Centrehouse inc. t/a Gallery Lane Cove + Creative Studios	Location: 164 Longueville Road NSW 2066
Reports to: Gallery Manager + Curator	Direct Reports: Nil
Type: 32 hours per fortnight (to be performed Tue and Thurs, and Mon and Tues during install periods, inc. 1 Sat shift per fortnight and occasional after-hours during events and openings).	Salary: \$27.40 per hour +11% superannuation
Written by: Miguel Olmo	Date: 8 September 2023

ABOUT GALLERY LANE COVE + CREATIVE STUDIOS

Gallery Lane Cove + Creative Studios is a for-purpose arts organisation located in the heart of Lane Cove, dedicated to providing exhibition, education, and development services to the community. The organisation showcases contemporary artistic practices, promotes innovative art forms, and serves as a platform for cultural exchange in Sydney. Managed by Centrehouse Inc. a not-for-profit with DGR and ROCO status, its mission is to nurture contemporary artistic practice, promote innovative forms of art making and presentation and be a platform for contemporary cultural exchange in Sydney. In 2024 Centrehouse Inc will celebrate its 50th anniversary.

POSITION SUMMARY

The Gallery Assistant at Gallery Lane Cove + Creative Studios is a versatile role that supports the effective planning and execution of exhibitions and events, both within the centre and externally. Working closely with the Gallery Manager + Curator, this position plays a vital role in liaising with artists, venue hirers, key stakeholders, contractors, and suppliers to ensure the seamless delivery of the centre's artistic endeavours.

The ideal candidate for this role possesses strong technical skills in artwork installation, strong planning and organisational skills and a deep understanding or appreciation of the visual arts.

PRIMARY RESPONSIBILITIES

1. *Facilitating Artistic Excellence*

<ul style="list-style-type: none"> Assist the Gallery Manager + Curator, artists, and the Gallery team to maintain the efficient and safe setup and takedown of artworks for exhibitions, emphasising proper handling and adherence to the exhibition plan. 	Tasks include but not limited to installing a variety of artworks including paintings, sculptures, installations, video, and media works, packing works.
<ul style="list-style-type: none"> Support the Gallery Manager + Curator to plan, organise and deliver exhibitions that enrich the cultural landscape. 	Tasks include but not limited to creating installation plans and schedules, organise studio visits, organise artwork transportation, identify and allocate required resources including exhibition furniture, tools, and consumables, liaise with and respond to artists' enquiries regarding exhibition requirements, conduct

	post-exhibition evaluations and reports.
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2. Enabling Cultural Engagement

<ul style="list-style-type: none"> • Be involved in the comprehensive planning and execution of various events, including exhibition openings, artist talks, workshops, and special programs. 	Tasks include but not limited to coordinating logistical aspects of events, including scheduling, venue setup, equipment arrangements, and resource allocation
<ul style="list-style-type: none"> • Help set up effective communication channels with artists, venue hirers, contractors, and suppliers to streamline the logistical aspects of events. 	Tasks include but not limited to responding to enquiries, creating installation/set up plans, ordering supplies and equipment and working with Gallery Manager + Curator to issue agreements.
<ul style="list-style-type: none"> • Assist in overseeing event execution, ensuring alignment with the gallery's mission and vision, and fostering a vibrant arts community. 	Tasks include but not limited to acting as main contact point for events, coordinating relevant internal staff and contractors to deliver event.

3. Operational Efficiency

<ul style="list-style-type: none"> • Aid in the management of logistical aspects related to exhibitions and events, encompassing scheduling, transportation, and equipment setup. 	Tasks include but not limited to organising artwork transportation and setting up equipment for events.
<ul style="list-style-type: none"> • Help maintain the availability and organisation of all essential materials, tools, and resources for successful installations and events. 	Tasks include but not limited to conducting stocktakes and source non-standard fittings and hardware.
<ul style="list-style-type: none"> • Assist in resolving logistical issues as they arise during events to maintain smooth operations and cost-effectiveness. 	Tasks include but not limited to troubleshooting technical equipment faults, and/or identifying alternatives.

4. Artistic Contribution

<ul style="list-style-type: none"> • Use a good grasp of the visual arts to actively engage with artists and contribute to the realisation of their creative visions within the gallery's context. 	Tasks include but not limited to contributing ideas to upcoming programs and be part of brainstorming sessions.
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5. Effective Communication

<ul style="list-style-type: none"> • Act as a contact point between the gallery and various stakeholders, including artists, venue hirers, contractors, suppliers, and gallery visitors. 	Tasks include but not limited to maintaining communication records and organising follow up schedules
<ul style="list-style-type: none"> • Assist in maintaining clear and timely communication with stakeholders to disseminate event details, updates, and changes effectively. 	Tasks include but not limited to managing Project Management software.

6. Organisational Excellence

<ul style="list-style-type: none"> • Take a key role in coordinating all facets of exhibitions and events, encompassing scheduling, logistics, and stakeholder communication. 	Tasks include but not limited to taking a leadership role in the delivery of events.
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<ul style="list-style-type: none"> Assist in ensuring that all events and exhibitions adhere to established timelines and budgets, promoting efficient execution and organisational success. 	<p>Tasks include but not limited to providing progress and end of event reports to Gallery Manager + Curator.</p>
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SECONDARY RESPONSIBILITIES

1. *Administrative Support*

- Provide administrative support for event planning, including data entry, record-keeping, and documentation management.
- Maintain accurate records related to event details and relevant communications for future reference.

2. *Venue Coordination*

- Collaborate closely with venue hirers to comprehend their specific event requirements and expectations.
- Offer proactive support to venue hirers during their events, facilitating a positive experience and successful outcomes.
- Assist with the supervision and provide support for students and children during designated times, such as school holiday workshops, ensuring their safety and well-being.

3. *Special Projects*

- Contribute to special projects that may arise (i.e. events away from the venue), including design work (venue layout design), curatorial assistance, and tasks related to exhibitions and events, as needed.

QUALIFICATIONS AND SKILLS:

Essential:

Relevant Education: Tertiary qualifications or coursework in visual arts, museum studies, or a related field, or working towards a tertiary qualification or sufficient and relevant on the job experience.

Technical proficiency: A good level of knowledge and skills handling hand tools, i.e., drills, jigsaws, etc. and audiovisual equipment, i.e., data projectors, PA systems, etc.

Visual Arts Knowledge: A strong understanding of various art forms, styles, and techniques to effectively engage with artists and contribute to exhibitions.

Organisational Skills: Excellent organisational and time management skills to handle multiple tasks, coordinate events, and meet deadlines.

Communication: Exceptional written and verbal communication skills for effective interaction with artists, venue hirers, contractors, and gallery visitors.

Detail-Oriented: Strong attention to detail to ensure proper handling and display of artworks, as well as accurate documentation.

Logistics Management: Ability to manage logistical aspects of exhibitions and events, including scheduling, transportation, and equipment setup.

Team Collaboration: Capacity to work both independently and collaboratively within a small team environment.

Flexibility: Willingness to work one Saturday shift per fortnight and occasionally during after-hours events.

Working with Children (WWC) Clearance: Necessary clearance to work with children.

Desirable:

Passion for the Arts: A genuine passion for the arts and an understanding of the local arts community.

Transportation: Standard NSW Driver's license and own transport

APPLICATION PROCESS:

To apply for this position, please email your resume and a cover letter addressing your suitability for the role to manager@gallerylanecove.com.au. The deadline for applications is midnight Sunday 1 October 2023.

Please note that only shortlisted candidates will be contacted for an interview.