



## **GALLERY ADMINISTRATOR**

CCAS is one of a national network of contemporary arts organizations dedicated to the generation, presentation and promotion of innovative contemporary visual arts practice in Australia. Its program of exhibitions, performances, the studio residency program, artists' talks and publications, aims to provide opportunities for artists in the ACT to exhibit their work within a context of current national and international practice.

CCAS receives funding from ACT Government through artsACT and the Federal Government through the Visual Arts Board of the Australia Council and the Visual Arts Craft Strategy. Established in 1987 CCAS is a non-profit organization with approximately 200 members and an elected board of management. The exhibition program is a dynamic mix local, interstate and international exhibitions.

CCAS is an equal opportunity employer

### **Reporting Structure**

Manager - Director

Peer Staff - Program Manager

Direct Reports - Volunteers and Interns

### **Key Relationships**

Internal - Board, Director, Peer Staff, Interns, Volunteers, Studio Residents

External - Collaborative Partners, Sponsors, Media, Relevant Suppliers

### **Position Purpose**

To support the Director and Program Manager and manage the administrative functions of CCAS with particular responsibility for:

- Managing all 'front of house' functions including the small bookshop
- Managing all administrative and office functions
- Supporting exhibition installation when required
- Supporting and participating in education and public programs
- Coordinate gallery volunteers
- Supporting the studio artists program
- Maintain the communication databases
- Coordinate events and functions

## Detailed Duty Statement

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### Membership

- process and promote CCAS membership applications and the contacts database
- maintain the free list
- coordinate email outs to members and media
- coordinate CCAS mail outs including postage
- organize the volunteer program, interns and Manuka artists to assist with mail out

### Front of house

Manage the operation of CCAS front of house including but not limited to:

- greet gallery visitors
- keeping an accurate record of visitors to the gallery for presentation to the board on the first Monday of every month
- answer phones, field public enquiries via phone and email
- collect the mail daily and distribute among staff
- maintain and stock the book shop
- be responsible for the ordering of stationery and up keep of office equipment

### Financial

- balance office petty cash
- sales reconciliations
- organize invoices, cheques and shop takings for the book keeper on a weekly basis

### Publicity

- coordinate and book advertising in liaison with the director and program manager
- maintain CCAS profile on free lists in magazines and newspapers
- file reviews, listings, articles, comments about CCAS for presentation to the board on the first Monday of every month
- assist with the supply of digital images for press releases, invites and catalogues
- identify and facilitate opportunities for publicity
- provide information regarding the CCAS exhibition program as required

## **Interns and Volunteers**

- coordinate the gallery volunteers
- organize and facilitate roster for gallery minding on Saturdays
- assist the director and program manager with the selection and supervision of one intern

## **Bookshop**

- ordering and return of catalogues, magazines and books
- book, catalogue and magazine sales
- invoicing and payment for magazine sales
- maintain publications archive including a list of publications

## **Assist the Program Manager with:**

- the implementation of the CCAS Exhibition Program as required by either the Director or Program Manager
- the maintenance of storage facilities
- the sourcing of equipment and materials for artists and exhibitions
- arranging freight and transport

## **Critical Selection criteria**

1. Relevant tertiary degree, diploma or equivalent professional qualification or substantial administrative experience
2. Demonstrable experience in the area of office administration and gallery support functions with some knowledge of finance and funding an advantage
3. Excellent oral and written communications skills
4. Excellent collaborative, interpersonal and relationship management skills including dealing with the public and key gallery stakeholders
5. Excellent planning and organizational skills
6. Computer literate in Microsoft MAC Tools, experienced in communications database management and knowledge of financial systems an advantage
7. A knowledge of and interest in contemporary visual arts is desirable but not essential

## **Core Competencies**

1. Team Focus: is committed to and skilled at working with a small team and assisting others to achieve positive outcomes
2. Flexible: Demonstrates a willingness to take on new challenges, roles and responsibilities and to adapt positively to changing conditions and priorities
3. Self starting: highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision
4. Interpersonal: Skilled at building rapport understanding others needs and developing effective working relationships

## **Location and Hours**

Canberra Contemporary Art Space is located at Gorman House Arts Centre Ainslie Ave, Braddon, ACT 2612 . Normal working hours are Monday-Friday 9.30am-5.30pm. The position is full-time Monday-Friday 9:30-5:30pm. In addition to these hours you will be required to attend openings and other events as required by the Director.

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## **Remuneration**

The salary is \$35,000 per annum plus superannuation which is paid at legislated government rates of 10%. Total fixed remuneration \$38,500. 4 weeks annual leave.

## **Application Procedure**

The deadline for applications is 5pm on Monday 12 May 2008. Please note that email applications will not be accepted.

Your application should address the Selection Criteria

Please include the names and contact details of two referees

Send applications to: David Broker  
Director  
Canberra Contemporary Art Space  
PO Box 885 Civic Square  
ACT 2608