

<b>Job Title:</b>	Manager Public Programs and Education
<b>FTE:</b>	Fulltime, 37.5 hours per week
<b>Salary:</b>	\$70,000 per annum, pro rata + 12% superannuation
<b>Reporting relationship:</b>	Reports directly to Director and Assistant Director Program. Direct reports casual event staff, artists, and contractors.
<b>Contract:</b>	Twelve months, with renewal options.

### **About the Institute of Modern Art**

The Institute of Modern Art (IMA) celebrates its fiftieth anniversary this year. It is one of Australia's leading independent contemporary-art spaces—and its oldest. Since 1975, it has been the hub of the Brisbane's contemporary-art scene, presenting an annual program of exhibitions, public programs, publications, and offsite programs by local, national, and international artists. Through its ambitious programs—which include exhibitions, events, publications, and offsite projects—it seeks to amplify voices, ignite curiosity, and inspire change through contemporary art. We are looking for a Manager Public Programs and Education to lead the design and delivery of public programs and education.

### **About the role**

The IMA's public programs are developed in collaboration with artists, curators, and other staff. We are looking for a Manager Public Programs and Education, that can deliver these programs and bring exciting programming ideas to the table.

This role is both curatorial and logistical. You will be passionate about connecting audiences to contemporary art and embedding the IMA in the Brisbane cultural community.

You will design and deliver a variety of public programs, including talks, screenings, performances, guided exhibition tours, book and exhibition launches, etc. You will engage directly with schools and tertiary education institutions to provide tours, workshops, and education resources.

You will build and draw upon networks in the field of Australian and international contemporary art, as well as related fields such as music, film, and design. You will also proactively build partnerships with academics and community groups to reach new audiences.

This is a hands-on position in a small team, where you will be expected to work across all aspects of event planning and delivery. The position involves evening and weekend hours.

### **Key Accountabilities:**

#### **Public Programs and Education**

- Research and develop events that complement IMA's exhibitions and programs.
- Implement strategies for audience growth and diversity.
- Develop relationships with communities, businesses and stakeholders.
- Coordinate delivery of public programs and education events, including contracts, scheduling, run sheets, and staffing.
- Coordinate technical requirements for events.
- Prepare publicity material for public programs and education events.
- Coordinate and supervise small teams of casual staff to deliver the program events including technicians, artists, performers, bar staff and volunteers.
- Ensure events meet with access, equity and inclusion requirements.

- Liaise with internal staff and JWAC staff, external contractors, artists and speakers to coordinate event delivery.

#### **Education**

- Develop and deliver education events that connect education and community audiences to IMA's exhibitions.
- Grow education audiences.
- Deliver exhibition tours and content to onsite and online audiences.
- Develop relationships with schools, universities and community.

#### **Administration and Finance**

- Manage public program and education budgets.
- With the Assistant Director Program, set income targets and implement strategies to achieve.
- Prepare monthly/annual reports.
- Manage public program and education attendance figures and surveys.

#### **Additional Tasks**

- Attend IMA, stakeholder, and industry events as required.
- Assist on other IMA event delivery, eg Annual Gala.
- Any other duties as directed.

#### **Selection Criteria** **(Essential)**

- Experience delivering public programs or events within a cultural organisation.
- A knowledge of contemporary art and related fields.
- Organisational, project management, budgeting, and grant writing and acquittal skills. An ability to work collaboratively and independently, and to take initiative.
- Able to work with diverse communities and audiences.
- Communication skills, including writing and presentation.
- Available to work evenings and weekends

#### **(Desirable)**

- Education or gallery experience.
- Knowledge of relevant audio-visual technology.
- Ability to edit audio and video, and oversee livestream events.
- Current Blue Card, RSA and First Aid certificate.

#### **Application Process**

- If you have further questions about the role, please contact Nicholas Aloisio-Shearer, Assistant Director Program on (07) 3252 5750
- Applications must consist of a one-page cover letter, a one-page response to the Selection Criteria, a CV, and the names and contact details of two professional referees.
- Applications should be sent to Nicholas Aloisio-Shearer, Assistant Director Program at [recruitment@ima.org.au](mailto:recruitment@ima.org.au) by **4 July 2025**



The IMA values diversity in the workplace. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQA+ people, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.