



The Institute of Modern Art (IMA) has been the leading independent forum in Queensland, Australia, for the production, presentation, and circulation of contemporary art and discourse for over forty years.

In 2015, the IMA's program reached close to 200,000 people, with 91% of visitors rating our programs as good or excellent. Over the next five years, we have firm targets to grow this audience annually. Public programs and visitor engagement are essential to this ambition. We are committed to sustaining a high level of visitor experience, providing our audience with a world-class range of public programs and events featuring leading thinkers and practitioners in contemporary art and related fields. We are also looking to develop new educational offerings for secondary and tertiary students, as well as programs and events that target specific community groups.

As Public Engagement Manager, you will work collaboratively with the IMA team to develop and deliver a dynamic program of free and ticketed events at the gallery, including talks, screenings, guided exhibition tours, live performances, book and exhibition launches, and specialist programs targeted at educational and community audiences. You will proactively 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 build partnerships with educational institutions and community groups to reach new audiences and contributors. The Public Engagement Manager will relish a fast-paced and changeable environment, be self-motivated, flexible and resourceful, and contribute to both planning and technical delivery of events. Please note that this role involves evening and weekend hours. 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.

Public Engagement Manager

Part-time. Salary range: \$45,000 - \$50,000, pro-rata (commensurate with experience and qualifications).

Candidates must demonstrate

- A strong understanding of contemporary art and culture. A knowledge of innovative approaches to public programs and cultural events.
- Excellent organisational and administrative skills. The ability to work within set budgets and timelines, under pressure and to hard deadlines.
- Experience in planning and delivering public cultural events, workshops and other participatory programs.
- The ability to translate ideas for different audiences, including secondary and tertiary students, and members of specific communities.
- Excellent verbal and written communication skills, including public speaking.

Institute of Modern Art, 420 Brunswick Street, Fortitude Valley, Brisbane QLD Australia.

- The ability to work collaboratively with others, both internal and external to the organisation.

Desired skills and qualifications

- University degree in art history, fine arts, arts management, or related fields.
- Experience working at a contemporary art gallery or other cultural organisation.
- Experience in a retail environment, including handling cash, EFTPOS and PayPal transactions.
- Experience with the audio-visual technologies and software used in presenting events (PA systems, projectors, Powerpoint).

Job Description, Public Programs Manager

The selected candidate will:

- Support the executive team to manage and deliver ongoing public engagement programs.
- Deliver a range of events that mediate and support the exhibition program of the organisation, grow audiences and enrich experiences for a wide cross-section of audiences to the IMA.
- Contribute to excellent experiences for visitors, participants, and stakeholders.
- Contribute copy and promotional material for the publicity of public programs and events.
- Manage public programs-related volunteers.
- Manage weekly events for Open Late Thursdays and Saturdays.
- Maintain public programs-related communications with staff, participants, and stakeholders.
- Prepare public program reports and surveys in collaboration with the Development Manager. Report against targets to audience growth, diversity and visitor satisfaction.
- Maintain a database of public programs-related statistics.
- Contribute to the general administration of the IMA as required.
- Establish and maintain partnerships with community groups, schools and universities.

Please submit an application addressing the key criteria and required skills above along with your resume with at least two referees to IMA's Senior Manager, Madeleine King (madeleine@ima.org.au). Closing date Friday, 1 July, 2016, at 5pm.