

Offsite Project Coordinator

The IMA is looking for a highly organised, detail oriented Offsite Project Coordinator to coordinate the IMA's offsite activities, which include touring exhibitions, national and international co-commissions, and IMA Belltower exhibitions.

Working closely with the Exhibitions Production Manager, Communications Officer, and Curator, Public Engagement, this role is responsible for overseeing offsite project administration, logistics, and financial management. The Offsite Project Coordinator is the key point of contact for project stakeholders, including artists, venues, venue staff, and project curators. The role will also support the Gala Manager and Development Coordinator to deliver the IMA Annual Gala during key project milestones.

Due to the nature of this role, the employee will be required to travel independently regionally, nationally, and possibly internationally. During these periods, the Offsite Project Coordinator may be required to work full time for up to one week.

About the IMA

Since 1975 the Institute of Modern Art has been the hub of the Brisbane's contemporary art scene, presenting an annual program of exhibitions, public programs, publications, and offsite programs by Queensland, Australian, and international artists.

As one of Australia's leading independent contemporary art spaces, our 2021-2024 vision is to become a truly inclusive, sustainable, and future focused organisation. Through our artistic programs, which include exhibitions, publications, offsite projects, and public programs, we **invest in the local, shape the national, and impact the international.**

About IMA Offsite Projects

The IMA's offsite projects include the IMA Belltower program; touring exhibitions; co-commissions and one-off events and attract global audiences of over 150,000 people per year.

The IMA has recently launched its IMA Belltower program, along the prominent Brunswick Street spaces of the Judith Wright Centre of Contemporary Arts (JWCoCA). Dedicated to exceptional Australian contemporary art, the Belltower expands our programming space for Australian artists and audiences by 20%. Currently supported by Arts Queensland as a one-year pilot project, we hope to secure this pilot as an ongoing gallery program.

At present, tour around 20% of our exhibition programs to regional, national and international venues. Over the following four years, we will increase this figure to 30%. The Offsite Projects Coordinator will be critical to achieving this goal. Examples of these tours include *Dissonant Rhythms*: Ross Manning, *Embassy*: Richard Bell at CIAF and *Be Polite*: Gordon Bennett.

In the past five years, the IMA has also initiated numerous national and international partnerships that have led to important co-commissions. Examples include *Limits to Growth*: Nicholas Mangan (KW Institute, Berlin); *The Commute* (Vancouver Art Gallery); *Certain Situations*: Agatha Gothe Snape and Wrong Solo (MUMA); Amalia Pica (PICA).

Our one-off events and projects vary year to year but may include the IMA Annual Gala; offsite screenings; and temporary exhibition projects.

About you

We are looking for an applicant with the passion and skills to deliver the IMA's Offsite Projects. A highly organised individual, you will have the capacity to problem solve constructively, while maintaining a positive attitude in the workplace. You will possess strong stakeholder management skills, and the ability to work with a wide range of people, both internally and externally, including artists, curators, contractors, fabricators, and funding bodies. Your track record of managing complex projects in a fast-paced environment will set you apart, as will your practical, hands on approach.

Selection Criteria (Essential)

- A knowledge of contemporary visual arts and/or experience in the visual arts sector
- Excellent project management skills with a practical approach to planning and the allocation of resources
- Exhibition installation skills and a willingness to assist on the technical aspects of exhibition management
- Outstanding interpersonal, relationship management and communication skills
- Strong organisational processes and time management skills
- Ability to work independently and as part of a small team
- Experience in managing budgets, including applying for and acquitting grant funding
- Strong knowledge of Microsoft Office programs, particularly Excel
- Able to work flexible hours during exhibition tours and events
- Current drivers' licence

(Desirable)

- Basic skills in Sketch Up and InDesign

Application Process

- For more details, including the position description, please visit the IMA's website
- If you have further questions about the role, please contact Liz Nowell, Executive Director, on (07) 3252 5750
- Applications must consist of a one-page cover letter, two-page (maximum) response to the Selection Criteria, a CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
- Applications should be sent to Liz Nowell, Executive Director, at recruitment@ima.org.au by **Wednesday 12 January 2020**. Shortlisting will quickly take place and interviews will be held on **Wednesday 15** and **Thursday 16 January**. If you are unavailable on these dates please note your alternate availability in your cover letter.
- The start date of this role is in the week of **Monday 24 February 2020**.

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