

<b>Job Title:</b>	Offsite Project Coordinator
<b>FTE:</b>	0.6FTE, 22.5 hours per week
<b>Salary:</b>	\$52,500 per annum, pro rata + 9.5% superannuation
<b>Reporting relationship:</b>	Reports directly to Assistant Director, Programs and Operations Works closely with Exhibition Production Manager; Gala Manager and Development Coordinator; Curator, Public Engagement; Communications Officer

**About the role:**

The purpose of the Offsite Project Coordinator is to coordinate the IMA's offsite activities, primarily touring exhibitions, national and international co-commissions, and IMA Belltower exhibitions. Working closely with the Exhibitions Production Manager, Communications Officer, and Curator of 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.

Standard working hours are Monday-Friday, 9am-5pm, however 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. In these cases, TOIL will be accrued and applied.

**Key Accountabilities:**

**Touring Program and Co-Commissions**

- In consultation with the Assistant Director, Programs and Operations, initiate new regional, national, and international tours of IMA exhibitions
- Project manage and coordinate all aspects of the IMA's touring exhibitions and co-commissions, including:
  - Prepare travelling exhibition plans, schedules, and budgets including the negotiation of venues, tour itinerary, packing and transport details, contracts, installation manuals, promotional materials, and other relevant documentation for venues
  - Prepare contracts, liaise with galleries, artists, lenders and exhibition curators and oversee the work of contractors engaged to produce exhibition furniture, graphics, and crates
  - Provide host venue support including condition reporting of works of art; coordination of unpacking, installation and presentation of exhibitions; and contribute to venue promotion and public program activities
- Support touring exhibitions and co-commissions through related grant-writing and acquittals
- Coordinate and monitor budgets for designated exhibitions and advise executive staff of any variances
- Where necessary, travel to host venues for exhibition deinstall and install

**IMA Annual Gala**

- Assist Gala Manager and Development Coordinator on event delivery as required, including general administration, event coordination, and logistics

**Additional Tasks**

- Working closely with relevant team members, project manage and coordinate all aspects of any other offsite projects, which may include IMA Belltower, offsite public programs, and one-off events e.g. screenings, performances, etc.
- Undertake other tasks as required