

<b>Job Title:</b>	Exhibition Manager
<b>FTE:</b>	1 FTE, 37.5 hours per week (flexible working hours) Out of hours work is required, particularly during exhibition installs
<b>Salary:</b>	\$58,000 - \$65,000 per annum + superannuation
<b>Reporting relationship:</b>	Reports directly to Assistant Director (Development and Operations) Works closely with IMA staff, artists, curators and Executive Director

**About the role:**

The Exhibition Manager oversees exhibition delivery at the IMA. Working closely with the IMA team, external curators, artists and installers you will be responsible for all aspects of exhibition management, including install, loan agreements, freight, project budgets, and technical aspects.

The role will also support the IMA team on other operational duties as required, such a building maintenance, WHS and event tech.

**Key Accountabilities:**

Exhibition Management

- Support the Executive Director, and Assistant Director (Program and Operations), and contracted curators with the planning, development and technical realisation of all exhibitions, initiatives and public programs
- Manage the installation of the IMA's exhibitions – including contractors, freight, lighting, carpentry, painting, electrical, audio visual installation and all signage as required
- Develop delivery plans for exhibitions and IMA initiatives, including proposals for technical staffing to be approved by the Executive Director, and/or Assistant Director (Program and Operations) that support artists to realise their ambitions with the best interests of the IMA in mind
- Oversee loan agreements, artists contracts and condition reports for the IMA exhibition program
- Oversee artwork registration and artwork handling, adhering to museum standards
- Support inbound and outbound freight from the IMA as required
- Manage the contract installation staff, ensuring their compliance with Workplace Health and Safety legislation, IMA staff policies and troubleshoot as required
- Source all materials required for the realisation of exhibitions and IMA initiatives
- Manage compliance requirements from Arts Queensland, and instruct the team accordingly
- Maintain exhibitions during their run including troubleshooting technical difficulties
- Plan and deliver exhibition de-installations including the recycling and disposal of materials as required

- Support the technical aspects of events delivery
- Work collaboratively with the entire IMA team to realise the best possible exhibitions and public programs
- Additional technical support and production as required, including editing audio and video recordings
- Responsibly manage the loan, hire and return of all technical equipment and ensure all equipment is stored in an appropriate manner and maintained in good working order
- Follow Workplace Health and Safety requirements of the IMA, and manage all risks pertaining to the installation of exhibitions
- Assist senior management in the preparation of risk management reporting and assessment and WH&S policies and procedures.
- Under the Assistant Director (Program and Operations), and Executive Director plan and monitor budgetary income and expenditure, reconciling with month-end finance forecasts and so that management accounts can be completed promptly
- Ensure timely and effective communication across all staff regarding exhibitions, including technical requirements, exhibition changeovers and relevant staff duties

#### **Additional Tasks**

- Undertake other tasks as required
- Provide technical support for the IMA touring exhibitions as required
- Support the Public Programs team on event delivery when requested. This includes A/V and event set up.