

Job Title:	IMA Program Assistant (Aboriginal and/or Torres Strait Islander)
FTE:	0.4 FTE, 15 hours per week
Length of contract:	10-months (43 weeks), non-renewable
Salary:	\$55,000 per annum, pro rata (\$22,000), approximately \$423 per week + 10.5% superannuation
Reporting relationship:	Reports directly to Assistant Director, Development and Operations. Works closely with the Executive Director and Assistant Director, Programs and Audiences.

About the role:

The IMA Program Assistant is a newly established position created to support an Aboriginal and/or Torres Strait Islander arts worker in the early stages of their career. This role is generously supported by Sullivan+Strumpf, Sydney.

Suitable for an entry level arts worker or recent graduate, the IMA Program Assistant will gain knowledge and experience across all aspects of gallery and institutional management. Working closely with the IMA team, the focus of the role will be developed responsively with the successful applicant to build their professional capacities in areas that will support their career aspirations. As an example the role might choose to focus approximately one day per week on curatorial and programming, and one day per week on development and operations.

This role contributes to an agile and high performing team to deliver a multi-faceted artistic program, which connects our growing audiences to contemporary art, artists and ideas. Working across the organisation, the IMA Program Assistant contributes to ensuring our activities - which include exhibitions, events, offsite projects and publications - encourage active community participation and support the IMA being broadly recognised as a hub for contemporary art experiences.

The successful candidate will be supported to explore and learn how different teams within an institution interact to achieve the organisation's overarching goals. They will have the opportunity to gain insights across administration, curatorial, programming, research, development, operations as well as event planning and delivery. The candidate will work alongside leading arts professionals and the role is designed to prepare them to become a future Australian arts sector leader.

The role also includes a \$1,500 professional development/travel bursary, which can be used for a professional development outcome agreed on between the employee and manager.

Given this is a part-time position, the IMA recognises that the successful candidate may need to balance the role alongside other commitments. The IMA offers flexible working arrangements, which will be negotiated with the successful applicant.

The incumbent will work with the IMA to ensure cultural protocols are met throughout their employment and will be supported by the IMA's Aboriginal and Torres Strait Islander Advisory

Council, who offers feedback and guidance on the organisations programs, policy and cultural protocols.

Organisational Accountabilities:

Depending on the professional development interests of the candidate, roles and responsibilities of the position could include a combination of the below tasks. The successful applicant and manager will work together to construct a tailored position description and professional development program that outlines delivery expectations.

Exhibitions, Curatorial and Programming

- Conduct research for curatorial projects approved by the Executive Director, working closely with the Assistant Director, Programs and Audiences
- Draft exhibition copy, didactics and education material for approved projects
- Assist with the coordination of all logistics, freight and install for approved projects
- Liaise with artists and their representatives, arts institutions, and funders for approved projects
- Assist with the preparation of Exhibition maintenance guidelines
- Work with the Assistant Director, Programs and Audiences to deliver public programs and events, including exhibition openings, artist talks, professional development programs, education opportunities and audience engagement activities
- Support the IMA's commitment to access, equity and inclusion, ensuring programs and events can be accessed by people with disabilities or access needs.

Development

- Assist with the delivery of an annual program of development activities, including stewardship, partner and fundraising events
- Maintain positive relationships with existing IMA Friends, Trailblazers, Commissioners, and Foundations through formal and informal communications
- Assist with development administration including payments schedules, invoicing and thank you letters
- Assist with the preparation of grant submissions, grant acquittals and reporting

Administration

- Assist with administration of IMA events, including bookings, scheduling, risk management statements and COVID-Safe guidelines.
- Assist with general office duties including IT, stationery orders, cleaning and office administration

Additional Tasks

- Attend any IMA, stakeholder and industry events as required
- Assist on occasion with other IMA event delivery (eg Annual Gala or venue hires.)
- Any other duties as directed.

About the IMA

The IMA is Australia's longest running contemporary art gallery, and a national leader in the visual arts sector. We play a crucial role in Queensland as the largest independent gallery in the state, and the only Queensland member of Contemporary Arts Organisations Australia.

Each year the IMA presents an ambitious annual program of exhibitions, concentrating on commissioning new works by contemporary artists and connecting them with wider audiences. We also present extensive public programs including talks, tours, symposiums, workshops, as well as educational initiatives for young people and adults. Complementing these activities is the IMA's longstanding and nationally recognised publishing program, that contributes new research to the field of Australian contemporary art and artist practices. These initiatives are tied together through a compelling online presence which includes a dynamic website featuring exhibitions, events, podcasts, e-store, and an interactive archive.

About you

We are looking for a candidate who is passionate about contemporary visual arts and the Australian cultural sector. The ideal candidate will be in the early stages of their career and be looking to gain insight into all aspects of cultural institution management.

You will have the ability to communicate clearly with a broad range of stakeholders, as well as to work collaboratively across a small and dedicated team. You will have an interest in writing across varied styles from marketing to curatorial and grant applications. The ideal candidate will have strong administration skills, be highly organised, have attention to detail and excellent time management skills.

In this role, you will gain experience working for a leading cultural institution alongside a creative and inspiring team. The successful candidate may use this opportunity to find their area of specialisation by exploring and learning from the IMA team, or they may seek to more broadly understand the institutions operations as an initial pathway to a career in small to medium arts organisations.

This is a fantastic opportunity for a candidate who has recently graduated or is seeking to begin a career in arts administration.

Selection Criteria **(Essential)**

- Identifies as Aboriginal and/or Torres Strait Islander. Meaning:
 - be of Aboriginal or Torres Strait Islander descent;
 - identify as an Aboriginal or Torres Strait Islander person;
 - and is accepted as such by the community in which they live, or formerly lived.
- Relevant tertiary qualifications *or* experience and knowledge in Visual Arts, Art History, Arts Management, Fine Arts, or community sector environments
- Commitment to working in partnership with First Nations peoples and communities

- Excellent written and verbal communication skills and the ability to communicate effectively with First Nations community members
- A passion for and interest in contemporary visual art, with ambitions to pursue a career in the sector
- Interest in contributing to curatorial projects, events and publications
- Ability to build strong and collaborative working relationships both internally and externally
- Sound administrative and time management skills
- Ability to work independently and as part of a small team
- A commitment to cultural diversity and an ability to work with people from diverse backgrounds
- A high level of computer skills

(Desirable)

- Prior experience with contemporary visual arts, curating, programming or producing cultural content or events
- Experience in writing curatorial texts, marketing copy or grant applications
- Understanding of the Australian cultural sector and contemporary visual art
- Driver's licence, RSA, or Blue Card

Application Process

- To allow the selection panel to confirm that you are eligible to be considered for this identified role, the panel may either:
 - Accept your written assertion that you are Aboriginal and/or Torres Strait Islander descent; or
 - Obtain from you, as part of your formal application, documentary evidence attesting to your Aboriginal and/or Torres Strait Islander descent. Full details and a Statutory Declaration are available in the *Commission Chief Executive Guideline 2/13: Evidence of Attribute - Aboriginal and/or Torres Strait Islander Identified Roles* (copied above)
 - Applicants may also nominate an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague
- If you have further questions about the role, please contact Samantha Jones samantha@ima.org.au or Tulleah Pearce tulleah@ima.org.au
- Applications should consist of a current CV and a 1 – 2 page cover letter introducing yourself, your interest in visual art, any relevant work experience you might have, and your career ambitions. This will help us understand how the IMA can support you as a candidate. Please include the names and contact details of two referees.

- Applications should be sent to Samantha Jones, Co-Director (interim) samantha@ima.org.au. Applications will be ongoingly assessed as they are received.

The IMA values diversity in the workplace. People with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position and if you require any adjustments during the recruitment process, please contact Samantha Jones, samantha@ima.org.au.