

## Job and Person Specification

<b>Title of Position</b>	Gallery Admin Officer
<b>Reports To</b>	Gallery Director
<b>Organisational Unit</b>	Administration
<b>Classification</b>	General Exhibition Staff Level 4 – 6 Amusement, Events and Recreation Award 2020
<b>Commencement Date</b>	February 2025
<b>Salary Range</b>	Above award, \$55,000 – \$65,000 FTE pa plus statutory superannuation, based on experience
<b>Employment Type</b>	Part-Time (0.5 – 0.7, four days per week) short term contract as agreed 5 Feb – 22 November 2025 (with a possibility of extension).

<b>Acknowledgement</b>	<p>I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.</p> <p>Signed by Employee:</p> <p>_____</p> <p>Name of Employee:</p> <p>_____</p> <p>Date:</p> <p>_____</p> <p>Signed by CEO:</p> <p>_____</p> <p>Date: _____</p>
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## SUMMARY OF THE POSITION

A Gallery Admin Officer provides an effective, responsive and sensitive frontline to our contemporary gallery. We're looking for an organised, detail-oriented individual to support day-to-day operations of a thriving art gallery. Responsibilities include managing visitor inquiries, maintaining exhibition schedules, assisting with event coordination, and providing administrative support to the director. Ideal candidates will have excellent communication skills, a passion for the arts, and experience in office administration.

## KEY WORKING RELATIONSHIPS

- High level interpersonal skills and the ability to work with staff, collectors and artists from a diverse range of backgrounds.
- Liaising with artists and ensuring art works and other required information is received in time for exhibitions and launches
- Organising and attending events
- Ability to work independently and as part of a team and organise time effectively.
- Ability to maintain safety, privacy and security in all aspects of the gallery.
- Management of exhibitions, including gallery care and appearance, logistics and documentation
- Dealing with clients for art work deliveries, installation and queries

## DUTIES

### Administrative

- Staff the 'front desk' and proactively welcome and liaise with visitors to the gallery.
- Maintain excellent understanding of current exhibitions
- Respond to gallery enquiries.
- Facilitate sales of artwork and coordinate collection/delivery with buyers and artists as required.
- Responsible for submitting online exhibition listings, and creating events through emails and Humanitix.

### Curatorial Assistance

- Liaising with artists and ensuring art works and other required information is received in time for exhibitions and launches.
- Coordinate all aspects of exhibition delivery; create exhibition timelines and installation schedules.
- Prepare sales and exhibition floorsheets.
- Develop and deliver public programs.
- Design and send Media Release emails

### Desirable Criteria

- highly-organised, detail-oriented individual who can support day-to-day operations
- A sound knowledge and enthusiasm for contemporary arts practice
- Demonstrated knowledge of best practice approaches to artwork handling and installation.

To apply, please submit your current CV and a brief cover letter to Director Patty Chehade ([patty@praxisartspace.com](mailto:patty@praxisartspace.com)) your full contact details with 2-3 referees.

Applications close on Monday 27 January 2025

