



australian
centre
for
contemporary
art

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AUSTRALIAN CENTRE FOR CONTEMPORARY ART

The Australian Centre for Contemporary Art (ACCA) plays an inspirational and critical role investing in our artistic and wider communities, leading the cultural conversation and setting the agenda for contemporary art. Our mission is to Do Art Differently – to challenge, connect and resonate – so that ACCA becomes the go-to place to engage with contemporary art now: a platform for artists, and a centre for the exchange of ideas, to reflect and inspire positive change in people and communities.

ACCA was established in 1983 and moved in 2002 to the heart of the Melbourne Arts Precinct – to a purpose-built, award-winning architectural building designed by Wood Marsh – which secured ACCA's position as a leading centre for contemporary art in Australia focusing on creating opportunities for artists and bringing the best international contemporary art to our audiences.

ACCA develops four onsite exhibitions annually, exploring the work and ideas of significant artists from around the world; and commissions ambitious new projects by local and international artists and curators both within and beyond the gallery walls. With a long-standing tradition of adventurous, provocative and ambitious programming, ACCA has an outstanding track record propelling artists' careers, and a significant legacy of major commissions which continue to circulate and influence the understanding, appreciation and recent history of contemporary art.

ACCA Values:

Challenging and Inspiring
Inclusive, Open and Welcoming
Integrity and Enterprise
Collegiate and Critically-Engaged

ACCA acknowledges the Wurundjeri people of the Kulin Nation as sovereign custodians of the land on which we work and welcome visitors, who have cared for Country and culture over millennia, and continue to do so. We extend our respect to ancestors and Elders past and present, and to all First Nations people.

ABOUT ACCA BEYOND WALLS

A key priority in ACCA's *Strategic Plan 2020–24* is the development of 'ACCA Beyond Walls' initiatives, extending ACCA's activities through online, offsite, touring and special projects, public art consultancy, and related community engagement activities and activations in the public realm. Initiated in 2019, and accelerated as a result of Covid-related disruptions in 2020, 'ACCA Beyond Walls' continues to be a key focus for ACCA.

Designed to support artists to create new work, and to engage new and existing audiences with contemporary art experiences, new commissions, exhibitions, publishing, and education and public programs across a range of platforms, 'ACCA Beyond Walls' initiatives actively grow the profile of ACCA beyond our physical galleries, allowing us to fulfil our vision to further connect, resonate and create access for our diverse audiences and wider community.

POSITION DESCRIPTION

Title:	Project Manager, ACCA Beyond Walls
Position Status:	Part time, fixed term – FTE 0.5, 12 months (Developed to support maternity leave arrangements)
Responsible to:	Artistic Director & CEO (and Executive Director as required)

POSITION PURPOSE

Working under the supervision of the Artistic Director and CEO, this role manages the 'ACCA Beyond Walls' initiative and, in collaboration with senior members of ACCA's team, supports the development and delivery of key projects, including: ACCA+ Consultancy, ACCA Digital initiatives, ACCA Artistic Program Touring, ACCA 20/40 Anniversary planning, amongst others.

The purpose of this position is to:

- Support the delivery of key 'ACCA Beyond Walls' and other strategic projects in accordance with ACCA's relevant policies and strategies and industry standards. This may include developing assigned project briefs and timelines, managing, monitoring and reporting on project budgets, and working with the ACCA team on the development of processes and ongoing continuous improvement reviews to ensure effective and efficient delivery. At times, this will include working collegiately with the ACCA team and our precinct neighbours and the wider arts community. In relation to the ACCA+ Consultancy program, this may also include seeking further business enterprise opportunities, in consultation with the Artistic Director/CEO, Executive Director, Head of Development and Marketing.
- Support the Executive and Development and Marketing team in researching public, corporate and private funding opportunities to support ACCA Beyond Walls initiatives.
- Provide administrative and operational support to the Artistic Director/CEO, Executive Director, Head of Development and Marketing when required for special projects as they arise.

The role offers a significant opportunity to work within one of Australia's leading arts organisations, working across departments to both manage and support a range of artistic and audience engagement projects of international standing and relevance.

The role also makes an important contribution to operational planning and oversight of initiatives, project delivery, programs and services that provide for activation across the community and requires high-level engagement with the Australian and international contemporary art and business communities.

ROLE RESPONSIBILITIES

The Project Manager, in consultation with the Artistic Director/CEO, will manage and deliver key 'ACCA Beyond Walls' programs in support of ACCA's vision and strategic objectives. The role also acts as coordinator for special projects conceived by the Artistic Director/CEO, Executive Director and Head of Marketing and Development, with multiple projects in development concurrently. The Project Manager's role encompasses project management and administrative responsibilities supporting ACCA's artistic program, funding and commercial consultancy, as follows:

- Work with ACCA's Executive and Curatorial team to support, manage and develop 'ACCA Beyond Walls' initiatives encompassing special projects, artist commissions, touring exhibitions and other artistic and public programs that support the organisation's strategic vision.
- Realise projects through high-level administration and problem solving – working and collaborating with internal colleagues and external institutions and stakeholders.
- Maintain best practice standards and systems in relation to the administration and documentation of projects and facilitate the compilation, production and distribution of key documents, including briefs, contracts, presentations and other project-related writing.
- Liaise with internal and external colleagues and stakeholders, in the delivery of projects.
- Coordinate and chair meetings and briefings on ACCA projects as required, prepare agendas, presentations and distribute minutes to participants
- Represent ACCA at strategy and subsequent project meetings as required, including with state government, local councils, contractor representatives, commercial clients, artists and art galleries, and other key stakeholders
- Support the Executive and Development and Marketing team in the maintenance of strong relationships with key stakeholders, donors, sponsors and funding bodies relating to ACCA Beyond Walls projects as required, to cultivate support, enhance ACCA's profile and outreach and ensure delivery of projects.
- Ensure adherence to Occupational Health and Safety protocols, and manage project risk in consultation with ACCA's Operations Manager and Executive team.
- Undertake other duties commensurate with the level of the post, as may be reasonably required.

KEY ACCA BEYOND WALLS PROJECTS

ACCA+ Consultancy

ACCA+ is a new initiative offering best-practice expertise in contemporary curatorial, project management, communications and strategic planning to fellow cultural institutions and like-minded organisations within the public and private sectors. Conceived of as a means of strengthening and developing creative partnerships nationally and internationally, while also growing a wider public awareness of ACCA's core activities, ACCA+ provides support, strategic advice and a range of specialised services to support the delivery, production and presentation of meaningful contemporary art and cultural projects and engagement activities for diverse audiences and communities.

ACCA's expert team offers a wealth of experience and has collectively initiated, developed, produced, delivered and advised upon a range of artistic projects. These projects include: renowned exhibitions, publications and contemporary art commissions, public art projects, curatorial research and publication, cultural strategy and policy, artistic production and fabrication, digital development, education and public program delivery.

ACCA+ also works to raise awareness of the value of artistic labour and knowledge, and the specialised role of arts professionals and organisations; demonstrating the relevance and necessity of art and artists to everyday life and creating a best-practice model within the arts sector for other organisations who may similarly seek a more dynamic approach to funding their core activities.

The role will support ACCA+ to continue ACCA's mission to Do Art Differently: thinking beyond traditional formats, and in so doing, creating significant platforms for artists, and unique opportunities to inspire positive change in people and communities for generations to come.

ACCA Digital initiatives

In order to continue to deepen community connections, increase visibility, and strengthen the scope, reach and accessibility of our artistic commissioning and programming, ACCA is actively undertaking a critical period of research and benchmarking of local and international digital capability, platforms, strategies and artistic and curatorial practice, in order to develop a range of ACCA Digital initiatives, including commissioning artists to work in the digital realm, developing curatorial and technical skills, strengthening national and international networks across industries, creating opportunities for new local and international partnerships, and supporting artistic research, discourse, publishing and development in the digital realm. The role will support administrative tasks to deliver ACCA's Digital initiatives.

ACCA Artistic Program – Incoming and Touring

ACCA's Artistic Program is structured around quarterly exhibitions in the gallery, alongside off-site, online, touring and special projects, supported by a dynamic series of education, public programs and community engagement initiatives. The role will support administrative, research, writing and logistics (touring, exhibition registration and freight) for dedicated exhibition projects.

REPORTING RELATIONSHIPS

- Reports directly to the Artistic Director/CEO (and ACCA's Executive Director and ACCA senior staff as required for specific projects)
- Works closely with ACCA colleagues across all areas: Executive, Development and Marketing, Operations and Administration, Curatorial and Exhibitions, Public Programs, Education, Visitor Experience, Design and Publicity.

OCCUPATIONAL HEALTH & SAFETY

- The role must ensure familiarity with, and comply with all Occupational Health and Safety requirements and Safety standards and processes as set out in all relevant policies, procedures, legislation and Acts and participate in meetings, training and other health and safety activities, as required.

TERMS AND CONDITIONS OF EMPLOYMENT

- This position is a part-time, fixed term, 12-month contract (developed to support maternity leave arrangements with possibility of renewal upon mutual agreement)
- The position is five days per fortnight (FTE 0.5). Flexible working hours may be required.
- The position is based at ACCA with some travel required nationally from time to time.

- **Salary:**

Base compensation:	\$70,000 p.a., at pro rata rate of 0.5 = \$35,000
Superannuation (currently 10%)	\$3,500
Total package:	\$38,500

- This package includes 0.5 pro rata annual and personal / carer's leave in accordance with the National Employment Standards in the Fair Work Act 2009 (Cth), plus up to three days non statutory company holiday over Christmas
- Appointment will be conditional upon a four-month probationary period

SELECTION CRITERIA

Required:

1. At least three years' experience in a museum, gallery or commercial context delivering public art commissions, exhibitions and/or artistic projects, or equivalent experience demonstrating a strong understanding of project management processes
2. Excellent planning, organisational and budget management skills; with a demonstrated ability to manage multiple projects simultaneously, think strategically, exercise problem solving skills and devise, select and exercise practical solutions to complex issues
3. Demonstrated experience in the development of public documents such as artist commission briefs and agreements, and experience in leading or supporting high-level administration contractual arrangements for contemporary art projects with artists, lenders, insurers, installation crew and technical specialists
4. Demonstrated collaborative and interpersonal skills in reporting to and working with a team of arts professionals, as well as the ability to effectively work autonomously with minimal supervision
5. Outstanding communication skills – written, spoken and editorial – including the ability to communicate effectively with a broad range of stakeholders
6. Demonstrated familiarity with standard operating systems (Microsoft Office suite), Adobe software (InDesign, Photoshop, Acrobat), and communication platforms (Zoom, Microsoft Teams)

Desired:

1. Tertiary qualifications in a relevant course of study
2. Established networks and peers in the cultural sector and understanding of the wider local, national and international arts and cultural policies and contexts in which ACCA works

APPLICATIONS

Applications should include a CV, two-pages addressing the selection criteria and three referees and be directed to: Bas van de Kraats, Operations Manager via bas.vandekraats@acca.melbourne

Enquiries should be directed to: Max Delany, Artistic Director and Chief Executive Officer via max.delany@acca.melbourne

Applications close 5pm Monday 4 April 2022

ACCA is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation. Please let us know if you have support or access requirements at any stage of this recruitment process.