

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 cultural conversations and setting the agenda for contemporary art.

ACCA was established in 1983 and moved in 2002 to a purpose-built, award-winning architectural building designed by Wood Marsh at the heart of the Melbourne Arts Precinct. This consolidated ACCA's position as a leading centre for contemporary art and a beloved platform for our diverse community of local, regional, national and international artists, curators, audiences, colleagues and collaborators.

ACCA has a long and celebrated history investing in, nurturing and propelling the careers of contemporary artists by supporting them to make new, risk-taking and experimental work that challenges our thinking, encourages new perspectives, and connects and resonates with diverse communities.

We work directly with leading Australian and international artists to commission new work, and produce ambitious exhibitions, publications and digital initiatives, supported by a dynamic series of inclusive and accessible education, outreach and public programs that encourage community engagement and debate, and inspire meaningful participation, cultural belonging and exchange.

ACCA's programs are characterised by their depth of engagement, impact and transformative potential. Experimentation thrives at ACCA, as we embrace new art and ideas, and inspiring, challenging and urgent conversations. We support artists to push the boundaries of their practice and audiences to share in the appreciation and creation of contemporary art and cultural belonging.

ACCA acknowledges the Wurundjeri Woiwurrung people as sovereign custodians of the land on which we work and welcome visitors, along with the neighbouring Boonwurrung, Bunurong, and wider Kulin Nation. We acknowledge their longstanding and continuing care for Country and we recognise First Peoples art and cultural practice has been thriving here for millennia. We extend our respect to ancestors and Elders past and present, and to all First Nations people.

ACCA's Values:

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

POSITION DESCRIPTION

| | |
|--------------------------|---|
| Title: | Graphic Designer |
| Positions Status: | Part-time 0.6 FTE, Fixed term 24 months, renewable by mutual agreement |
| Responsible To: | Marketing & Digital Engagement Manager (and Artistic Director & CEO when required) |
| Location: | The position is based at ACCA with some offsite and after-hours work required for special events |

POSITION PURPOSE

The Graphic Designer contributes to ACCA's artistic, engagement and institutional objectives through the development of graphic design across exhibitions, public programs, marketing campaigns, social media channels, digital platforms, annual reports and other strategic documents and special projects. This position supports both structured campaign delivery and responsive ad hoc digital content to maintain agility across ACCA's communications.

Key responsibilities include shaping and producing clear, consistent and accessible visual communication across print and digital formats for diverse audiences, ensuring alignment with ACCA's brand, visual identity and voice.

Working in collaboration with heads of departments across curatorial, engagement, visitor experience and education, this role supports the creation of exhibition and program identities and marketing assets that enhance visitor experience and reflect ACCA's artistic program and values.

DUTIES AND RESPONSIBILITIES

- In consultation with ACCA's Artistic Director and Senior Curator & Head of Exhibitions, develop exhibition identities for approximately four exhibitions per year, including typography, colour palettes, graphic elements and logos or wordmarks. Ensure concepts are translated into practical visual systems that can be applied consistently across multiple formats, including title walls, exhibition entry signage, directional signage, artwork labels and standardised didactics
- In consultation with ACCA's Marketing & Digital Engagement Manager and Head of Development & Engagement design and produce marketing and promotional assets across paid and owned channels, including posters, print advertising, web graphics, social media assets, EDMs, digital advertising materials and motion graphics where required.
- Prepare and implement digital assets within ACCA's website and CMS, ensuring accessibility standards, inclusive design considerations and best practice user experience principles are met.
- Liaise with external suppliers and printers as required to supply print ready and digital files and ensure timely production and installation outcomes with accuracy, clarity and consistency
- In consultation with ACCA's education team, design and develop visual identities, collateral and updated templates for education kits, EDMs, activity resources and learning materials that promote public programs and ACCA Education
- In consultation with ACCA's Head of Visitor Experience to design and produce material and templates for retail and visitor signage, as well as assisting with preparing files for merchandise production
- Maintain and update templates and visual systems for internal and external documents including exhibition reports, partner and donor presentations, education resources, visitor signage, strategic plans and annual reports
- Contribute to efficient internal workflows by creating reusable templates and systems, supporting consistent application of ACCA's visual identity
- Maintain organised digital records of design assets and templates, ensuring files are accessible and managed in line with ACCA's internal systems and processes
- Contribute to team and organisational goals and participate in ACCA initiatives and activities as required, including supporting a safe, inclusive and welcoming environment for colleagues, artists and visitors

Other Duties

- Perform other duties as directed by ACCA's Executive to support the wider team and ACCA's marketing and branding goals

REPORTING RELATIONSHIPS

- Reports to Marketing & Digital Engagement Manager, and Artistic Director & CEO when required

KEY RELATIONSHIPS

Internal: Artistic Director and CEO, Executive Director, Head of Development & Engagement, Marketing & Digital Engagement Manager, Senior Curator & Head of Exhibitions, Development & Partnerships Manager, Curator, Head of Learning & Engagement Education Manager, Head of Visitor Experience, Education team

External: Government agencies, philanthropic community, arts community, corporate partners, special interest groups, members of the general public

OCCUPATIONAL HEALTH & SAFETY

The role must ensure familiarity 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 is a part-time, FTE 0.6 position, 3 days per week, on a fixed term 24-month contract (renewable by mutual agreement)
- The position is based at ACCA with some occasional offsite work required
- Flexible working hours will be required around after-hours events
- This package includes 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/New Year
- Appointment will be conditional upon a three-month probationary period

| | |
|--|--|
| Base Compensation: | \$48,000 (\$80,000 pro rata 0.6) per annum |
| Superannuation pro rata (currently 12%): | \$5,760 |
| Total Salary Package: | \$53,760 per annum |

SELECTION CRITERIA

Qualifications and Experience

1. A qualification in Graphic Design or a related field, or equivalent professional experience in a design environment
2. Demonstrated experience conceptualising, designing and producing graphic materials across print and digital formats, ideally within an arts or cultural organisation
3. Strong skills in Adobe Creative Suite, particularly InDesign, Photoshop and Illustrator, with experience or demonstrated capability in motion graphics or animated digital content.
4. Strong organisational and project coordination skills, with the ability to manage multiple priorities, meet deadlines across concurrent projects
5. Excellent attention to detail, with the ability to identify gaps, ensure accuracy and maintain consistency across complex visual systems
6. Clear communication skills, with the ability to articulate design ideas, respond constructively to feedback and work collaboratively and effectively as part of a small team
7. Strong problem solving skills, including the ability to propose practical solutions and adapt designs in response to changing priorities

Personal Attributes

- Experience in exhibition graphics, wayfinding, branding or visual identity systems
- Knowledge of print production processes and experience working with external suppliers
- Genuine enthusiasm for the visual arts and desire to make them accessible to diverse audiences
- Understanding of accessibility standards and inclusive design principles across digital and print communications.

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.

We strongly encourage applications from Aboriginal and Torres Strait Islander people, people with a disability, people from LGBTQIA+ communities and people from culturally diverse communities.

ACCA is committed to providing reasonable adjustments for individuals with disability throughout the recruitment process. Please advise us if you have support or access requirements at any stage of this recruitment process.

APPLICATIONS

Applications close: midnight, Wednesday 11 March 2026

To submit your application: Please email Mark Hislop, Operations Manager, via mark.hislop@acca.melbourne including:

- Response to the key selection criteria (three pages maximum)
- Your current curriculum vitae (two pages maximum)
- A folio graphic design work (five pages maximum)
- Names and contact details for three referees, including at least two professional referees

ENQUIRIES

Enquiries about the role should be directed to: Sari de Mallory, Head of Development & Engagement
email: sari.demallory@acca.melbourne