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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 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**

<b>Title:</b>	<b>Development &amp; Grants Coordinator</b>
<b>Positions Status:</b>	<b>Part-time 0.8 FTE, Fixed term 24 months, renewable by mutual agreement</b>
<b>Responsible To:</b>	<b>Head of Development &amp; Engagement (and Executive Director or Artistic Director &amp; CEO when required)</b>
<b>Location:</b>	<b>The position is based at ACCA with some offsite and after-hours work required for special events</b>

## **POSITION PURPOSE**

The Development & Grants Coordinator supports ACCA's funding and philanthropy objectives, with a focus on the coordination and preparation of grant proposals and detailed reporting to trusts, foundations and government.

This role ensures accurate evaluation, reporting and compliance processes, supporting positive and professional relationships with philanthropic and government funders. It also provides operational support to the Development & Engagement team.

Working within ACCA's Development & Engagement team, the role reports to the Head of Development & Engagement and works closely with colleagues across Development, Marketing, Education and Curatorial.

## **DUTIES AND RESPONSIBILITIES**

In consultation with the Head of Development & Engagement:

### **1. Grants and Reporting Coordination**

- Coordinate the preparation of government, trust and foundation submissions, assembling materials and preparing structured first drafts in collaboration with curatorial, education and executive teams
- Coordinate reporting processes for ACCA's annual report, as well as for exhibitions, grants and government funding, ensuring compliance with funding agreements and timely submission to partners
- Manage ACCA's grants calendar, including all application, acquittal and reporting deadlines
- Support evaluation and data collection frameworks in collaboration with relevant team members, ensuring accurate reporting on the impact of ACCA's activities
- Maintain accurate funder records, reporting data and documentation in Salesforce and shared systems
- Assist with the collation of engagement and analytics data to support grant, government and foundation reporting requirements
- Support the identification and tracking of funding opportunities aligned with ACCA's forward program, as directed
- Contribute to reports for Board and Development Committees when required and attend and contribute to Development Committee meetings and Development team meetings

### **2. Development Systems and Administration**

- Maintain accurate development records in Salesforce and support pipeline tracking
- Coordinate donor acknowledgements and maintain benefit tracking processes
- Manage the Development inbox, escalating enquiries where appropriate
- Assist in the delivery of fundraising initiatives and campaigns through administrative and systems support
- Maintain shared Development documents, timelines and internal tracking systems
- Support meeting preparation and basic documentation for the Development team
- Provide light administrative support to Executive where required

### **3. Event Support**

- Provide administrative support for supporter and partner events as required, including assisting with guest list preparation and basic collateral collation
- Represent ACCA at events with key grants and funding stakeholders as required, and cultivate good relationships with relevant grants and funding personnel

### **4. Marketing Support**

- Provide administrative support for marketing activity as required, including assisting with basic content formatting and uploads

### **5. Other Duties**

- Perform other duties as directed by ACCA Executive and Head of Development & Engagement
- Attend after-hours events as required

## **REPORTING RELATIONSHIPS**

- Reports directly to the Head of Development & Engagement
- Works within the Development & Engagement Team and closely with ACCA staff across departments, primarily Development, Education, Curatorial, Marketing and Executive

**KEY RELATIONSHIPS**

**Internal:** Artistic Director & CEO, Executive Director, Head of Development & Engagement, Development & Marketing Manager, Publicist, Designer, Executive Director, Education Manager, Visitor Experience Manager, Curators

**External:** ACCA Board members, particularly members of the Development Committee, 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 position, FTE 0.8, 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:	75,000 at pro rata of 0.8 FTE = \$60,000
Superannuation pro rata (currently 12%)	\$7,200
<b>Total Salary Package:</b>	<b>\$67,200 per annum</b>

## SELECTION CRITERIA

### Qualifications and Experience

- Excellent written communication skills with demonstrated experience preparing grant proposals, budgets and acquittal reports
- Experience working with funding agreements, reporting frameworks and compliance requirements
- Experience preparing structured reports and formal documentation to a high standard of clarity and accuracy
- Strong digital competency, including Microsoft Office and CRM systems such as Salesforce, with experience maintaining accurate records and data integrity
- Demonstrated ability to plan, prioritise and work efficiently to deadlines
- Demonstrated ability to work collaboratively and support positive relationships with funders and stakeholders
- Sound knowledge of philanthropic networks, funding bodies and frameworks in the visual arts sector preferred
- Relevant qualifications and/or demonstrated experience in arts management, development, philanthropy, communications or a related field

### Personal Attributes

- Highly organised and detail oriented, with the ability to manage multiple deadlines and maintain accuracy under pressure
- Calm and methodical approach to problem solving, with the ability to work confidently within structured reporting and compliance environments
- Professional, discreet and reliable, particularly when handling confidential information
- Collaborative and proactive, with a willingness to contribute positively within a small team environment
- Genuine enthusiasm for contemporary art and alignment with ACCA's mission and values

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: 10pm, Tuesday 14 April**

**To submit your application:** Please email **one PDF document** to Mark Hislop, Operations Manager via email to: [mark.hislop@acca.melbourne](mailto:mark.hislop@acca.melbourne)

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

## ENQUIRIES

Enquiries about the role should be directed to: Laura De Neefe, Executive Director via email: [laura.deneefe@acca.melbourne](mailto:laura.deneefe@acca.melbourne)