

About Umbrella Studio Contemporary Arts

Umbrella Studio Contemporary Arts (Umbrella) is a thriving 33 year old not-for-profit arts organisation that expresses and amplifies the distinctive and authentic North Queensland voice of our visual artists. We do this by providing opportunities for artists to exhibit within our gallery space; developing exhibitions by local artists and touring them nationally/internationally; running exciting and vibrant public programs plus events; providing an open studio/makerspace equipped with artmaking tools and large printmaking presses; and delivering capacity-building activities for our nearly 300 members. Umbrella currently has three full time staff and one part-time position, along with the North Queensland Regional Arts Services Network Officer hosted in our office. We report to a board that sets the overall direction for the organisation.

Gallery and Media Coordinator - reports to Director

This diverse and stimulating role overarches a combination of creative, administrative and technical responsibilities.

The primary area of responsibility for the Gallery and Media Coordinator (GMC) role is exhibitions management and public programs coordination. Umbrella installs changing exhibitions every six weeks and facilitates a full calendar of studio-based activities including workshops, open studios, community meetings and artists in residence programs. The GMC role is the main point of contact between artists/touring galleries and Umbrella which requires high level communication skills. This position installs and deinstalls all exhibitions and plays a major role in supporting the Director with development and distribution of Umbrella’s touring shows and events – which is a growing part of our business.

The position is additionally responsible for online marketing including social media posts, generating monthly e-news, and working with an external PR consultant to promote Umbrella activities including coordinating media interviews with the Director and artists. To support this, the GMC is responsible for undertaking the graphic design of all printed, marketing and promotional materials including media advertising, gallery exhibition materials, flyers, promotional materials for fundraising programs, and the Annual Report. Further, the GMC is responsible for updating the website. The marketing/design/media element of this role constitutes around 40 per cent of the overall role (2 out of 5 days per week, spread across as needed).

TASKS
Exhibitions Management
<ul style="list-style-type: none"> • Develop project timelines for application-based exhibitions to ensure that all deadlines are met • Develop project plans for delivering major in-house curated exhibitions in consultation with Director, and assist with meeting these deadlines (e.g. in conjunction with touring partners such as Museum and Galleries Queensland) • Liaise with exhibiting artists to install and demount exhibitions, negotiate for workshop and event information, and seek information such as artist statements and photos • Receiving of artwork and packing for freighting as required • Handle artwork with care • Condition reporting for travelling exhibitions if required • Exhibition production includes creating invitations, catalogues, hanging artwork, production of exhibition didactics, labels & vinyl decals, modifying lighting, maintaining the gallery as required (e.g. ordering wall paint & other supplies).

- Liaise with Umbrella Business Manager about exhibition, marketing and public programs budgets and ensure your areas of responsibility stay within budget
- Coordinate volunteers to assist with exhibition installation and demount, and opening night events
- Set up & pack down gallery for opening night events in conjunction with the Umbrella Business Manager
- Acknowledge Sponsors as required

Public Program Development & Coordination

- Develop a workshop and events program calendar for each calendar year in advance in consultation with the Director, and implement (sourcing of workshop facilitators, building partnerships with other local organisations, bringing in external speakers from outside of Townsville).
- Contract workshop facilitators and price tickets according to Umbrella policies. Organise travel arrangements for visiting artists/facilitators (in consultation with Director).
- Set up event/workshop online bookings in website and monitor booking numbers, payments, information flow, and follow-up as required
- Order art materials as required for workshop facilitators
- Ensure studio/makerspace is workshop ready
- Ensure places where workshops are held are a safe environment.
- Ensure equipment and materials used in workshops are safe and have MSDS on file for chemicals and substances.
- Comply with OHS requirements and legislation.
- Liaise with education stakeholders (e.g. schools/universities/TAFE)
- Attend monthly Queensland Art Teacher Association Meetings
- Create education resources if required to accompany major Umbrella touring exhibitions
- Give gallery tours to school groups and teachers

Touring Logistics

- Liaise with galleries to secure expressions of interest to take Umbrella touring shows. Draft Expression of Interest forms to send to galleries in conjunction with Director.
- Organise freight for incoming and outbound tours (either in-house or in conjunction with external touring partner)
- Itemise and seek values of touring work for insurance
- Organise appropriate insurance for works in transit with Director approval
- Collate feedback from touring venues including visitor statistics and guestbook entries
- Maintain well-organised records of contracts and exhibitions/touring documents in Umbrella's online portal, in line with existing filing standards.

Other Associated activities

- Maintain the Umbrella Master Schedule document with our calendar of activities
- Develop and oversee processes relating to OHS during installation, workshops and studio hire
- Develop and oversee procedures for hire of printing presses and equipment, as well as studio-based activities and equipment use
- Maintain gallery and studio space, storeroom
- Develop and maintain equipment and materials inventory
- Order exhibition production materials as required

- Assist with sourcing artisan products for the Umbrella shop (through the connections you will develop with local artists) in line with the Director’s criteria for appropriate stock. Process shop sales from time to time (supported by volunteers, and the Business Manager)
- Venue hires – take bookings for venue hires & source casual staff to work these after hours shifts in conjunction with the Business Manager

Web based programs (Umbrella Online)

- Oversee the administrative side of the website, including: updating news, events, current exhibitions and associated content (video, catalogues, invites, guestbook, articles), general information and maintaining exhibition archives and the artist database

Marketing and Social Media

- Draft and post to social Media: Facebook, twitter, YouTube, Instagram & Issuu
- Design and deliver email-based information, including: e-news, updates, e-invitations through mailchimp
- Design email signature banners for staff to use for each 6 week exhibition period
- Maintain marketing, media and documentation records in line with Umbrella policy and to support reporting and record keeping (incl. Bulletin, Duo, Eye, etc)
- Liaise with Umbrella PR consultant about media strategies for each exhibition and liaise with artist and director to arrange times for press interviews.

Design

- Design & print Annual printed Exhibition Program in consultation with Director
- Oversee design of exhibition materials including exhibition invitations and catalogues, vinyl signage, didactics & labels.
- Design publicity materials including Umbrella eNews, and advertising in various publications
- Design & print Annual Report based on past templates
- Design additional marketing materials as necessary (e.g. Carpark creatives poster)

Documentation

- Photograph exhibitions, retouch images, label and organise into folders
- Label and resize images for website and social media
- Photograph or video special events and various activities to support reporting, marketing and record keeping

Attend art exhibitions and special events as required

- Gallery exhibitions
- Special performances
- Events held away for Umbrella Studio
- Workshops, masterclasses and skills development
- Education programs and youth events

Key Skills Required

- Demonstrated experience with exhibitions management/touring/and or gallery public programs
- Demonstrated experience with project management
- Demonstrated experience with self-managing - working independently with initiative
- Good quality written and oral communication, including appropriate cultural sensitivity
- Sound ability to use Adobe Creative Suite for design tasks (photoshop and indesign)
- Willingness to undertake physical tasks
- Ability to coordinate volunteers/casual event or shop staff

Qualifications / Licences

- C Class or higher drivers license mandatory (Please attach copy to your application)
- Art or museum related degree desirable but not mandatory

OTHER INFORMATION

Contract Duration

Full Time, to 31 Dec 2020, with a 3 month probation period.

Hours of Work

Monday	9am – 5pm	7.25hrs
Tuesday	9am – 5pm	7.25hrs
Wednesday	9am – 5pm	7.25hrs
Thursday	9am – 5pm	7.25hrs
Friday	-	-
Saturday	-	-
Sunday	9am – 5pm	7.25hrs

36.25 Hours per week. Umbrella is committed to encouraging work/life balance for staff. In this spirit, Time Off In Lieu (TOIL) entitlements apply to any overtime worked. The above spread of hours is subject to change depending on business needs. Some flexibility in hours is possible, subject to negotiation with the Director.

On Sundays you will be managing the gallery on your own – processing shop sales and overseeing the delivery of any workshops/talks within the space.

Salary

\$47,951 per year + 9.5% superannuation and leave entitlements.

To Apply

Please email your application to director@umbrella.org.au by Friday 3 May 2019 including a:

- Resume/CV (no more than two pages)
- Cover Letter addressing the key skills (no more than two pages)

For further information, please contact Kellie Williams, Director, Umbrella Studio Contemporary Arts on director@umbrella.org.au or 07 4772 7109.