

EXHIBITIONS MANGER – Short Term Contract Dec 2021 until June 2022

TarraWarra Museum of Art was established as a not-for-profit charitable organisation in 2000 and opened in 2003. TarraWarra Museum of Art brings together the appreciation of both art and place. Situated in the spectacular Yarra Valley, on the cusp of outer Melbourne and inner regional Victoria, the Museum is uniquely positioned to deliver the important history of Australian modernism and new developments in contemporary art to a large cross section of the Victorian public. At the heart of the Museum is a collection of over 650 modern and contemporary Australian art works donated by founding patrons Eva Besen AO and Marc Besen AC. The principal sponsor of the Museum is the TarraWarra Museum of Art Foundation. The Museum produces up to 4 major exhibitions per annum.

Position Overview

The position reports to the General Manager and is located at the TarraWarra Museum of Art and is responsible for overseeing the successful delivery of exhibitions from inception to conclusion, ensuring the smooth running of all logistics and adherence to defined budgets.

TarraWarra Museum of Art 2025 Vision

Building on the Eva and Marc Besen gift, TarraWarra Museum of Art actively engages with art, place and ideas, where unexpected links between contemporary art and modernism are presented within global, national and Indigenous contexts.

Our Values

Excellent – Unexpected – Experiential – Connected – Collaborative – Sustainable

KPIs

1. Manage the successful production and programming of creative and engaging exhibitions
2. Exhibitions are delivered in full, on time, in line with budget

Duties and Responsibilities

Key Accountability	Tasks
Artistic Vision	<ul style="list-style-type: none"> • Manage allocated exhibitions and collection displays from concept through to successful delivery in consultation with the Director, General Manager, Registrar and Curator <ul style="list-style-type: none"> ○ Liaise with artists and their representatives and private and public collections to secure the loans of art works ○ Facilitate the development and presentation of creative and engaging temporary exhibitions and collection displays ○ Maintain an overview of allocated projects to identify and mitigate issues and risks, and assess resources ○ Negotiate the incoming loan of exhibition packages with lenders ○ Negotiate touring exhibitions with external tour venues ○ Develop and implement signage for exhibitions

	<ul style="list-style-type: none"> • Prepare and manage exhibition project schedules, contracts and relevant documentation in line with the artistic vision <ul style="list-style-type: none"> ○ Negotiate with relevant staff and contractors to set agreed exhibition project schedules ○ Manage and monitor project schedules and budgets ○ Maintain exhibition documentation for allocated exhibitions • Facilitate technical teams to produce exhibitions artistic vision <ul style="list-style-type: none"> ○ Facilitate technical teams for projects, including design, painters, audio visual contractors, conservation, building services and registration staff ○ Ensure exhibition spaces and venues are prepared and ready for agreed installation schedule to commence ○ Provide guidance and prepare technical information for external designers in consultation with the General Manager and Director ○ Ensure risk assessments are completed for technical operations and appropriate risk mitigation actioned in consultation with the General Manager and Registrar • Manage the responsible allocation of resources for exhibitions in consultation with the General Manager and Director artistic vision <ul style="list-style-type: none"> ○ Manage and monitor budgets for exhibitions ○ Manage and allocate human resources for agreed exhibitions ○ Supervise external curators, project managers and designers associated with the production of exhibitions and arrange their contracts ○ Ensure that appropriate staff, expertise and equipment are available for exhibitions and that the exhibition spaces and venues are prepared
Strategic Plan	<ul style="list-style-type: none"> • Deliver strategic initiatives and activities as per time lines outlined in Vision, Strategies and Business Planning document where possible

Key Selection Criteria

- Demonstrated exhibition project management skills, including staff and contractor liaison, and logistical planning with a minimum of three years experience
- Proven experience working with contemporary artists, including producing new commissions and/or liaising with Australian and International artists and their gallerists
- Proven experience in building and managing exhibition budgets
- Working knowledge of exhibition design, construction and installation, and experience working with technical staff to resolve display issues
- Demonstrated ability to initiate and manage schedules and deadlines
- Proven experience working in small teams, and balancing independence, initiative and teamwork

- Well-developed computer literacy skills

Other Information

- The successful applicant will be subject to a three-month probationary period
- There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated unless pre-approval is obtained from the Employer. Overtime is awarded as time off in lieu (TOIL) of payment of overtime. The maximum accrual that can ever be accumulated for TOIL is 2 days that is to be accessed at a time mutually agreeable with the Employer.
- The successful applicant will be required to undergo security clearances performed by the Australian Federal Police. They are required to have a Working with Children check and are required to undergo TarraWarra Museum of Art Environment, Workplace and Occupational Health & Safety inductions.
- It is the employee's responsibility to understand and adhere to TarraWarra Museum of Art's policies
- The Museum is an Equal Opportunity Employer

Salary Range: \$70,000 - \$72,500 plus super

To Apply

Enquiries to Tony Dutton, General Manager 03 5957 3100, tdutton@twma.com.au

- Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 2 pages)
- A current CV with two professional referees
- A cover letter (no more than 1 page)
- Applications are due 5pm Tuesday 30th November 2021 to tdutton@twma.com.au