

Position Description – PROGRAMS, VENUE AND EVENTS COORDINATOR

Reporting structure	General Manager
Key relationships	Internal – Staff, volunteers. External – artists, school groups, special interest groups, members of the general public.
Location	The position is located at TarraWarra Museum of Art, Located on Wurundjeri Country in the Yarra Valley, Victoria.
Employment basis	Part Time
Pay rate/s	\$75,000 - \$80,000 pro-rata, depending on experience, plus 12% superannuation
Hours	This is a part-time 0.8 FTE position. This role is required to work onsite and working days and hours may vary depending on requirements Standard working days are Monday, Tuesday, Wednesday, Thursday. There is a requirement to be onsite as part of the delivery of events, including weekend work and occasional after-hours work. There will be a requirement to occasionally work additional hours which will accrue time off in lieu (TOIL).

About TarraWarra Museum of Art

TarraWarra Museum of Art is a unique institution within Australia. Located on Wurundjeri Country in the Yarra Valley, Victoria, it was founded by Marc Besen AC and the late Eva Besen AO, who not only gifted the award-winning purpose-built Museum designed by the late Allan Powell, they also donated over 600 works of Australian art from their private collection. Welcoming audiences since 2003, TarraWarra is a leading not-for-profit public art gallery that features inventive and stimulating exhibitions and programs about 20th and 21st century art.

In 2025 TarraWarra launched a major new building, the Eva and Marc Besen Centre. A breathtaking architectural concept designed by Kerstin Thompson Architects with landscaping by OCULUS and Wurundjeri horticulturalist and artist Craig Murphy-Wandin, the state-of-the-art building is a multi-purpose learning and performance space for family and children's programs, talks, forums, workshops, live arts and educational programs.

The Centre offers a unique behind-the-scenes look at works from the TarraWarra Museum of Art collection. Presented in visible art storage racks, the general public has viewing access to the works of some of Australia's most significant modern and contemporary artists. Our programs, venue hire and events are presented within this remarkable context.

Our Vision

Connecting Art, Place and Ideas

Our Purpose

Generate a suite of exhibitions and experiences, drawing inspiration from our location, exemplary collection and current ideas. We aim to engage with audiences to develop a deeper understanding of the worlds that artists create.

Each member of our staff contributes toward TarraWarra Museum of Art achieving the goals within the Strategic Plan 2024–2027, which are:

- Connecting art, place and ideas
- Audience engagement
- Collaborating with the sector
- Providing for robust, sustainable and secure operations

Our Values

TarraWarra commits to the following Values in everything we do:

- Respect for art and the artist
- Respect for the spirit of philanthropy – the inspiration for the Museum
- Respect for First Nations voices of Wurundjeri Country and beyond
- Respect for the natural world and sense of place, inspiring fresh creative perspectives
- Respect for the diversity of our visitors
- Respect for the curiosity of our audience
- Respect for cultural safety, equity and access

Position Overview

The **Programs, Venue and Events Coordinator** works as part of a small team, balancing independence, initiative and collaboration.

The position supports curatorial staff and works with operations, front of house, external relations and marketing to assist in the development and delivery of programs, venue hire and Museum events such as:

- Live performances, music, talks, forums, workshops, exhibition openings, member and volunteer previews and major partner events, such as the annual TarraWarra Festival with the Australian Chamber Orchestra weekend concert.
- This position oversees the coordination and delivery of Venue Hire operations.
- This position is independently responsible for managing the booking and coordination of the Farmhouse Residency including artist's support and logistics.
- This position may assist with the transport and accommodation arrangements for artists, speakers and performers as required.

Key Performance Indicators

1. Manage the calendar of programs, venue hire and events and ensure timelines, capacities and resources are manageable.
2. Provide exceptional project coordination skills to deliver programs and events that run smoothly with minimal issues.
3. Proactively oversee and manage the running and logistics of events according to Operational procedures including appropriate risk assessment and management, including but not limited to FSH, OHS, RSA.
4. Liaise with a variety of internal and external stakeholders involved in the delivery of programs making sure their needs are met, and by effectively managing time, budget, and resources to provide quality outcomes meeting defined objectives.

Duties and Responsibilities

Key Accountability	Tasks
Connecting Art Place and Ideas - Event Coordination	<ul style="list-style-type: none"> • Collaborate with curatorial staff to support the development and delivery of a suite of programs and events. • Collaborate with relevant staff to lead the creation of run sheets and risk management plans for all programs and events, ensuring all staff are appropriately briefed and all delegated tasks are completed in a timely manner to meet deadlines. • Manage the coordination, gathering of quotes and booking of technical equipment, catering, personnel and other items necessary for delivery of programs. • Ensure a consistent and high-level standard of presentation and documentation is achieved for all programs, venue hire and events. • Manage relationships with relevant suppliers and contractors (includes technical/AV, catering, Auslan interpreters, lighting and other suppliers). • Liaise with internal and external stakeholders and programming partners (as required). • Support visitor experiences during programs, venue hire and events. • Support artists, speakers and performers with technical and personal riders, accommodation and transport. • Perform a range of physical activities as part of setting up and packing down programs and events. • Contribute to the evaluation and continuous improvement of program and event delivery
Venue Hire	<ul style="list-style-type: none"> • Manage venue hire client inquiries and cultivate client relationships, including problem solving client related issues independently while ensuring client satisfaction and a high level of service is maintained. • Support the General Manager and Director, by monitoring venue hire income and contribute to venue hire strategy. • Assist venue hire clients in the delivery of their events, providing catering, facility and resource support as required. • Assist venue hire clients by providing tours of the Visible Art Storage or Exhibition as required.
Administration	<ul style="list-style-type: none"> • Be proficient in Event Management software. Facilitate a weekly meeting of Office Coordinator, General Manager, marketing, programs and curatorial staff to coordinate the calendar of programs, events and venue hire and prevent scheduling conflicts, ensuring capacity.

	<ul style="list-style-type: none"> • Assist with the management of relevant budgets, liaising with General Manager, Director and Head of Exhibitions and Programs • Develop and maintain external contractor relationships, including caterers. • Support marketing staff to coordinate and maintain RSVPs for programs and events. • Contribute to the development of reports, proposals and organisational budgets (as required).
Facilities and Resource Management	<ul style="list-style-type: none"> • Ensure that all event-related spaces in the Eva and Marc Besen Centre are maintained and safe. • Manage and maintain stock levels and conditions of event supplies and resources. • Manage the responsible allocation of resources for programs, venue hire and events, and raise resource issues in a constructive and solution-focused way (as required). • Collaborate with the Office Coordinator to ensure the operational requirements for programs, venue hire and events are met.
OH&S	<ul style="list-style-type: none"> • Accountable for ensuring all event-related OH&S procedures are followed, in accordance with directives from the General Manager. • Identify and report hazards, risks, or other concerns, and take corrective action where appropriate. • Attend TarraWarra Estate OH&S Meetings, in addition to all relevant OH&S & Emergency training and emergency training.

Selection Criteria

Qualification/Certificates	<ul style="list-style-type: none"> • Holds or can obtain current Food Safety & Food Hygiene Supervisor certificate. • Holds or can obtain valid Responsible Service of Alcohol. • Holds or can obtain Working with Children Check Victoria. • Holds or can obtain a valid Criminal History Check • Is willing to undertake additional training for this role as required
Experience/Knowledge	<ol style="list-style-type: none"> 1. Understanding of and experience working within the visual and/or performing arts industry (advantageous but not essential). 2. Demonstrated experience delivering multi-media or performing arts programs and events with complex requirements. 3. Demonstrated experience coordinating staff, and resources to deliver a wide range of events, on time and within budget, in a museum setting (or equivalent).

	<ol style="list-style-type: none"> 4. Experience working in or with production teams, artists/performers, VIPs, suppliers and hospitality. 5. Proficiency in IT systems and equipment, including Microsoft suite, event management software, sales and ticketing platforms and/or customer relationship management (CRM) software. 6. Experience in venue hire logistics. 7. Excellent time management skills, level headedness and organisational capabilities. 8. Sound knowledge of OH&S, emergency procedures and/or risk management processes. 9. Experience in setting up and trouble-shooting audio-visual resources for events. 10. Be solution focused. 11. Understanding of current best practice measures for access and inclusion in the arts.
Capabilities	<ul style="list-style-type: none"> • Holds current full driver's license and owns a registered car. • Excellent administration and planning skills, including strong attention to detail and a positive and adaptable approach to problem solving. • Excellent interpersonal skills and ability to liaise with a wide variety of stakeholders, including demonstrated experience building strong relationships with external partners and clients. Flexibility to work on weekends (as required). • Strong written and verbal communication skills, with the ability to produce professional correspondence, reports, and event documentation. • Ability to manage multiple projects and deadlines simultaneously, whilst remaining calm and effective under pressure. • Ability to work both independently and collaboratively within a team environment. • Strong customer service skills, with the ability to manage a number of competing priorities and create positive experience for diverse community members. • High level of professionalism, reliability and personal accountability. • Ability to move equipment and furniture as per the manual handling procedures.

TarraWarra Museum of Art encourages applicants from First Nations, culturally and linguistically diverse, disability and LGBTIQ+ communities to apply. We recognise that there are barriers to employment for people from these communities, and we encourage you to get in touch with us to explore alternative application methods or other ways of removing these barriers.

TarraWarra Museum of Art encourages you to apply even if you don't have all the attributes listed above but feel that you would be a good fit.

Applications

To apply, email the following three documents to programscoordinator@twma.com.au

Applications close on Monday 13th October at 5pm

Please include:

1. Cover letter, with name, residential address, phone number and email
2. A CV of no more than 2 pages with the names, phone and emails of two referees
3. No more than 4 pages addressing the Key Selection Criteria including Qualifications/Certificates; Experience/Knowledge with relevant examples of previous experience; Capabilities with relevant examples of previous experience.

Enquiries

Tony Dutton, General Manager, tony@twma.com.au or 03 59573100

TarraWarra Museum of Art acknowledges the Wurundjeri people of the Kulin Nation as the Traditional Owners and original Custodians of the lands and waters on which the Museum stands.