

# Museum of Contemporary Art Australia

## POSITION DESCRIPTION

---

<b>Position title</b>	Young Creatives Coordinator
<b>Position status</b>	Fixed-term, 3-year employment contract
<b>Salary package range</b>	Salary Package \$75,898 (with includes gross salary \$69,314 plus 9.50% employer's contribution to superannuation)
<b>Team</b>	Audience Engagement
<b>Reporting to</b>	Public Engagement Manager
<b>Date reviewed</b>	February 2017
<b>Approved by</b>	Director, Audience Engagement

### Overview of the MCA

The MCA's vision is to engage audiences with contemporary art and ideas through the presentation of a diverse program of exhibitions and special events. From major thematic exhibitions and surveys of established artists, solo exhibitions and artist projects, to new work by emerging artists, the MCA program covers the range and diversity of contemporary art.

By focusing on the work of living artists, the MCA is dedicated to delivering programs that present challenging and enriching experiences for visitors through its core activities of exhibitions and learning programs.

Located on one of the most beautiful sites in the world at Sydney's Circular Quay, the Museum of Contemporary Art opened to the public in 1991. Established by the University of Sydney through the JW Power Bequest with the assistance of the New South Wales Government, it is Australia's only contemporary art museum dedicated to exhibiting, interpreting and collecting contemporary art.

### Overview of the National Centre for Creative Learning

The Museum of Contemporary Art Australia's new National Centre for Creative Learning (NCCL) represents a dynamic and innovative space for learning in the Museum. The Centre is situated at the very heart of the MCA's 2012 \$53 million redevelopment, occupying 40% of the new wing. It features state-of-the-art education facilities including digital and multimedia studios, two practical creative studios, a dedicated sensory room for the MCA's Bella program for students with specific needs, a lecture theatre, seminar room and library.

Throughout the National Centre for Creative Learning, networked video-conferencing facilities, a robust Wi-Fi service and a unique digital infrastructure utilising latest technologies, enable the MCA to seamlessly engage with schools across Australia, bringing international and Australian artists and MCA artist educators into classrooms across the country. The NCCL provides innovative online digital content and rich, creative learning resources to support teachers in delivering the new national curriculum in experimental ways.

The MCA aims to be a national model of best practice in visual arts education underpinned by the most recent advances in educational and digital research. Through the National Centre for Creative Learning, the MCA offers an exciting range of programs which will enable visitors of all ages to engage directly with contemporary art and participate in a variety of creative experiences which stretch the mind and inspire new ways of looking at and thinking about contemporary art.

The expanded MCA has an enhanced presence online, with the creative learning team playing a key role in the provision of content.

### **Overview of the position**

The Young Creatives Coordinator researches, plans, organises and implements an innovative range of high quality programs and events primarily for youth (ages 12-18) and also adult audiences. The Young Creatives Coordinator reports to the Public Engagement Manager and is a key member of the Audience Engagement team.

Approximately 65% of the role will involve developing and producing the MCA's Genext program. Established in 2005, Genext is designed by youth, for youth, and organised by the MCA with the help of the MCA Youth Committee (ages 12-18). Genext events are offered five times per year and give young people the opportunity to visit the Museum independently after hours and mix with hundreds of teenagers from across Sydney who love contemporary art and culture. The role actively facilitates the professional development of the Youth Committee and their involvement with the MCA.

The remaining 35% of the role involves the Young Creatives program: producing the Young Guides Program and other strategic and one-off projects; and assisting the Public Engagement Manager to develop and produce a range of innovative interpretive programs and events which explore the work of living artists for new and existing adult audiences. Programs utilise the MCA permanent collections, temporary exhibitions and related projects.

The Young Creatives Coordinator ensures that program objectives, budgets and timelines are strictly adhered to and administers the management of the programs. The position regularly liaises with other Museum staff who provide specialist input in areas such as marketing, publicity, event management, sponsor liaison and design.

The Young Creatives Coordinator may also work across other programs as directed by the Public Engagement Manager.

### **Accountabilities of the position**

Planning and delivery of Genext and Young Creatives programs:

- In consultation with the Public Engagement Manager, develop, coordinate and implement a stimulating and creative program of contemporary art events for youth audiences (including 5 Genext events per year, a selection of both onsite and offsite pop up events and workshops for young people).
- In consultation with the Public Engagement Manager, develop detailed timelines and budgets for the project.

- Maintain and extend appropriate administration, information management and reporting systems to support communication with a wide range of stakeholders including thorough statistic and data reports for benefactors after each Genext event.
- Direct, mentor and provide administrative support (both on-line and in person) for the Youth Committee and facilitate monthly Youth Committee meetings.
- Direct, mentor and provide administrative (both on-line and in person) for the Young Guides and facilitate Young Guides quarterly meetings/training and fortnightly tours.
- Coordinate all aspects of Genext events and moderation of Genext social media platforms.
- Lead a team of Artist Educators in the design and delivery of programs. Additionally, provide written briefs and supervise casual members of staff including MCA Hosts to facilitate and deliver events.
- Draft a wide range of texts for promotional and public speaking purposes.
- Liaise with the Marketing and Design teams to develop and implement marketing strategies for youth audiences and to coordinate the production of promotional materials.
- In consultation with the Director, Audience Engagement, and the Director, Development & Enterprises, coordinate approaches to sponsors and suppliers for financial and in-kind support.
- In consultation with the Public Engagement Manager, document and evaluate programs.
- Develop strategic partnerships, liaising with key stakeholders both internally and externally.
- Maintain and extend administration and information management.

#### Planning and delivery of an innovative program of events for adult audiences

- Work alongside the Public Engagement Manager to devise, develop and deliver innovative creative learning programs and events for adult visitors. Programs may include workshops, artists' talks, tours, discussions and performances.
- Liaise with artists (local and international), curators, speakers and performers, as well as project teams at all stages for the successful coordination and delivery of learning programs and events.
- Provide clear communication to relevant internal teams including Venues, AV, Visitor Experience and catering to ensure the smooth and efficient running of events.
- Provide written and spoken project briefs with sufficient lead-time for sponsorship and marketing project development.
- Take responsibility for producing events – working alongside the Public Engagement Manager and Curatorial team as appropriate.
- Coordinate, provide support and supervise MCA casual staff (Artist Educators and Hosts) working on public programs.
- Maintain awareness of contemporary art and gallery education practice in public programming.

#### Representing the MCA's aims and objectives

- Coordinate and monitor the implementation of MCA youth and adult programs and events through efficient project management, administration and communication.
- Monitor and control specific program budgets in consultation with the Public Engagement Manager. Proactive liaison with a wide range of communities and contacts, including artists, performers and professional specialists.
- Ensure programs and events can be accessed by people with access needs.

- Sensitivity to the needs of different audiences and ability to coordinate evaluation of programs with assistance of the Marketing team.
- Produce and promote publicly the MCA's programs and mission.

#### Change Management/Flexibility

- Ability to demonstrate support for innovation and for organisational changes required to improve the MCA's effectiveness.
- Work cooperatively with others to produce innovative solutions and recognise the merits of diverse perspectives and the ideas of others.
- Able to see the merits of perspectives other than his/her own.

#### Workplace Health & Safety

- Work in accordance with the principles of equity, access and fairness. Respect WH & S work practices and procedures; work with due care and consideration to safeguard your own health and safety and the health and safety of others.

#### Key selection criteria

##### Essential

- Working with Children Check (NSW).
- Passion for working with youth and adult audiences in a gallery context.
- Experience of devising programs for and/or with youth audiences.
- Previous experience coordinating staff and resources for events.
- A keen interest in contemporary art.
- Ability to work autonomously as well as cooperatively in a team environment.
- Strong organisational skills with solid experience of project and/or events management.
- Excellent written and verbal communication skills, including public speaking.
- Ability to liaise with a wide range of stakeholders including museum senior management, sponsors, artists, students and teachers, education bodies.
- Demonstrated experience with social media and administrative skills with good level of computer literacy.
- Ability to monitor and evaluate programs to inform the ongoing development of new activities.
- Demonstrated organisational skills, with ability to manage multiple priorities and meet competing deadlines.
- Ability to set objectives and reach targets, to deliver programs on time and within budget.
- Knowledge of technical set-up for presentations such as projectors, laptops, internet connections and audio, ability to trouble-shoot equipment failure.
- Flexibility to work some weekends and evenings.
- Knowledge of NSW duty of care legal and ethical frameworks when working with youth.
- A demonstrated commitment to the Museum's objective of promoting the work of living artists and making contemporary art accessible to broad audiences through the imaginative and creative presentation of exhibitions and programs on contemporary visual culture.

- A demonstrated commitment to the principles and application of Equal Employment Opportunities, Anti-discrimination legislation and Occupational Health and Safety legislation in the work place.

#### Desirable

- Ability to use new media and new technologies in the delivery of events.
- Previous experience developing and managing budgets.
- Experience of working with database management.

#### **Terms and conditions of employment**

This position is a full time, fixed-term 3-year contract reporting directly to the Public Engagement Manager.

Package includes 4 weeks' annual leave, 10 days' personal leave pro rata and 9.50% superannuation company contribution. Appointment will be conditional on an initial three-month probationary period. The initial probationary period may also be extended at the MCA's discretion for additional three months, thereafter termination by either party will require written notice of 4 weeks.

The position works some evenings and weekends with time off in lieu available.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Preferred applicants will be requested to complete the Working with Children Check (NSW).

Reference checks will be conducted to assess preferred applicants' suitability for child-related employment.

#### **Applications**

Short listing for interviews will be based on applicants meeting the selection criteria listed in the position description. Please send your application, including names and telephone numbers of two referees and a statement addressing the selection criteria, to [positionsvacant@mca.com.au](mailto:positionsvacant@mca.com.au).