



Sunshine Coast Arts Council

DIRECTOR/CURATOR

JOB DESCRIPTION

In co-operation with the SCAC Board of Directors and Administrative Manager, the Director/Curator will oversee the general operations of the SCAC. The Director will be responsible for significant grant writing to support essential arts council activities, fundraise and cultivate relationships with both current and prospective donors on behalf of the institution, engage with SCAC members and community, and take the lead in the preparation and distribution of marketing, educational and press materials for all SCAC events. The Director/Curator will also organise upcoming events and workshops including working with the Administrative Manager to produce two annual Art Fairs. The Director/Curator will be in charge of maintaining the Doris Crowston Gallery, presenting approximately 12 exhibitions each year.

QUALIFICATIONS

- Strong, positive interpersonal and leadership skills.
- Excellent writing and communication skills.
- Established grant writing and fundraising capability.
- Experience supervising professional staff.
- Experience in art gallery operations.
- Excellent computer skills, word processing and data entry
- Exceptional attention to detail and task discipline
- Ability to work independently and self-directed, within a team environment
- Ability to be effective under pressure and handle constant multitasking

ACCOUNTABILITY

The Director/Curator position is responsible to the Board of Directors for day to day operations.

RESPONSIBILITIES

- Coordinate promotions and communications related to our programs including E-News, press releases and website liaison.
- Work with the Board of Directors on promotional materials including printed, web and social media outreach strategies required to market events/productions and plan and execute distribution of materials
- Develop and maintain all mailing lists including (but not limited to) current and potential audiences, donors, sponsors and partners
- Source and apply for funding to support our current and potential programs offered by SCAC
- Coordinate and curate the exhibits in the Doris Crowston gallery
- Coordinate the Arts Council two annual Art and Craft Fairs (Hackett Park & Deck the Halls) including; recruiting Vendors, booking entertainment, creating site plans and promotions.
- Work in collaboration with organisers and teachers to run events and workshops as well as coordinate all relevant promotion.
- Develop and maintain current audiences as well as source new relationships potential partners and community organizations
- To accept, by agreement, other delegated duties which fall within the scope of the Arts Council and the Arts Centre.

This part time role will have regular hours at least 3 days a week. This 1 year contract is for a new position which will be reviewed before the term of the contract expires. The continuation of the position is dependent on the deliverable outcomes. Pay scale is \$22 - \$27 per hour depending on experience. **Application Deadline October 19th 2018.**

HOW TO APPLY

Applicants should email cover letter, resume and references with their contact information to info@sunshinecoastartscouncil.com Please include 'Director/Curator job' in the subject line.