Engagement
Chancellery

Exhibitions Coordinator

POSITION NO 0057761
CLASSIFICATION UOM 5
SALARY $76,886 - $88,312 per annum
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full Time (1.0 FTE)
BASIS OF EMPLOYMENT 2 years fixed term
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Philippa Brumby p.brumby@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The University of Melbourne has endorsed a vision to unify its museums and collections under the umbrella of a Cultural Commons. This integrated strategy will guide the University’s cultural estate to enhance scholarly and public value and strengthen the University’s global cultural standing.

A new Museums and Collections Department has been established to ensure coordination and alignment with University objectives. The Department is responsible for Buxton Contemporary, Science Gallery Melbourne, Ian Potter Museum of Art, M Pavilion, Old Quadrangle Treasury, and the Percy Grainger Museum.

The aim of the Department is to build a collaborative and flexible network around the University’s cultural assets so students, staff members local and global communities gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

Guided by the academic and civic pursuits of the University, the University of Melbourne has developed a cultural strategy with the following goals:

1. Ensure UoM Museums, and collections are appropriately managed supported, and integral to Melbourne’s cultural fabric
2. Enrich the social and intellectual life of our students and communities in order to empower them with the skills, resilience, courage and creativity to address the great challenges of our time.
3. Ensure communities feel connected and engaged with our programs, our place and our collections
4. Provide academics and students with enhanced access to a unique set of assets for research and teaching
5. Develop an internationally active model of best practice museology that is admired and adopted by other leading Universities across the world.

As a member of the Operations team, the Exhibitions Coordinator will provide project support and services that enables the delivery of Cultural Commons strategic objectives.

The Exhibitions Coordinator supports the development and delivery of designated exhibitions working with curatorial, engagement, operations and collections teams to plan and deliver creative projects safely, effectively and efficiently. In addition, the Exhibitions Coordinator provides administrative support that maintains departmental systems and practices to enable artistic excellence, operational effectiveness, compliance, accessibility and sustainability.

As a member of the Museums and Collections Department, the Exhibitions Coordinator works alongside colleagues to ensure an inclusive workplace and genuine collaboration with Australia’s First Peoples.

The position reports into the Exhibitions Manager and includes occasional after-hours work, as required.
1. Key Responsibilities

- Assist with the coordination of project teams to deliver high quality outcomes for designated exhibitions and programs, coordinating the day-to-day deliverables and project plans.

- Work in an interdisciplinary and inclusive manner to provide production support and project management on designated projects for a range of related multidisciplinary exhibitions and initiatives across UoM Museums and Galleries.

- Support the development and implementation of designated project schedules including approved communication of updates or changes to schedules to relevant internal and external project stakeholders.

- Provide administration support to enable the engagement of contractors and service providers, liaising with relevant departments to ensure that all university requirements and contractual obligations in relation to exhibitions and programs are met.

 Under guidance of the Exhibitions Manager monitor and review expenditure against project budgets, working with project teams to coordinate the timely payment of suppliers and other creative stakeholders.

 Under guidance, maintain department operational systems and support implementation of new systems and practices that enable artistic excellence, operational effectiveness, compliance, accessibility and sustainability.

 Under guidance, develop and conduct inductions and risk assessments in consultation with colleagues across the Museums and Collections Department and University Services on designated projects.

 Ensure collaboration with Indigenous colleagues and Committees to support First Nations perspectives to be appropriately embedded and included in team activities.

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a degree in a relevant discipline and / or an equivalent mix of education and relevant experience

- Proven project coordination skills in a creative industry context, demonstrating ability to anticipate and manage potential and emerging issues to ensure delivery project objectives

- A record of success in coordinating and delivering exhibitions and events in museum, gallery and live performance environments

- Demonstrated capacity to assist with budget planning, management and evaluation

- Outstanding verbal and written communication skills including the ability to draft and communicate detailed logistical and technical information

- Ability to prioritise skills, in the planning, co-ordination and completion of tasks to meet deadlines

- Strong problem-solving skills including a team orientated approach to problem solving, and the ability to know when to refer matters to more senior staff

- Ability to work collaboratively within a small team, displaying initiative, and care and respect for colleagues

- Enthusiastic, energetic and self-motivated, with a flexible and adaptable attitude in a diverse work environment
2.2 DESIRABLE

- Understanding of technical production and digital art
- Understanding of museum standards of display

2.3 OTHER JOB RELATED INFORMATION

- Capacity to work outside the normal spread of hours and weekends, when required
- A valid Working with Children’s Check in the State of Victoria is a requirement of this role

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under the broad direction of the Exhibitions Manager. The incumbent will be expected to work autonomously and be self-motivated, prioritise workloads and plan ahead.

3.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required, which comes from professional qualifications and/or professional experience in the creative industries.

3.3 RESOURCE MANAGEMENT

The Exhibitions Coordinator will have proven expertise in coordinating diverse project teams, negotiating and prioritising projects and resources, while working under broad direction.

3.4 BREADTH OF THE POSITION

Chancellery-led strategy and initiatives are developed consultatively and impact at the University-wide level. It is essential that the Exhibitions Coordinator has the conceptual, analytical and people skills to operate across this breadth of scope.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set
out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **STRATEGY & CULTURE**

https://staff.unimelb.edu.au/about/chancellery/engagement

The Museums and Collections Department is part of the Strategy and Culture

The Vice-President (Strategy and Culture) is a member of University Executive and leads six broad Chancellery teams: Policy and Government Relations; University Governance; Strategy, Planning and Performance; Community and Cultural Partnerships; Marketing and Communications; and HR & OHS. The Vice-President (Strategy and Culture) works closely with the deans and other members of the University’s senior leadership team to develop and implement University strategy and associated initiatives.

**CHANCELLERY**

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.
Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance