

POSITION DESCRIPTION

Programs and Operations Portfolio
Faculty of Fine Arts and Music

Art Studios and Breadth Lead

POSITION NO	0034597
CLASSIFICATION	UOM 7
SALARY	\$106,432 - \$115,211
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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	James Hutchinson Email james.hutchinson@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Art Studios and Breadth Lead oversees the coordination of the Visual Art and Breadth team within the Faculty of Fine Arts and Music. This role ensures the smooth operation of the technical studio-based programs for the Visual Art disciplines.

Reporting to the Art and Design Manager, and working closely with key academic and professional staff, the Art Studios and Breadth Lead supports the Visual Art team in achieving high-quality educational, creative and research outcomes.

The incumbent will bring a variety of organisational skills and technical knowledge, including clear communication, effective collaboration, and detailed operational planning. They will develop strong working relationships across Visual Art and Design areas, as well as with the broader Programs and Operations team, faculty and university areas.

1. Key Responsibilities

1.1 PROGRAM MANAGEMENT

- ▶ Oversee a team of coordinators and technicians to support a studio-based visual art program which contributes to the educational, creative and research outcomes for students.
- ▶ Coordinate the operational management of Visual Art program and activities including the maintenance of equipment, spaces and resources, ensuring they are safe and appropriately used.
- ▶ Mentor and support the Art Studios and Breadth staff to provide technical assistance, instruction and demonstrations to students across various visual art and design disciplines.
- ▶ Coordinate the budget planning, monitoring, and reporting associated with Art Studios and Breadth staffing, program delivery and maintenance, ensuring effective resource allocation.

- ▶ Maintain and advise on a broad knowledge of traditional, contemporary and emerging studio practices.
- ▶ Oversee the risk management documentation for the Visual Art area, including induction guidelines, standard operating procedures (SOP), safety notices and risk management documents as required.
- ▶ Coordinate and contribute to forward planning across the Visual Art disciplines, supporting opportunities for continuous improvement, process integration and a responsiveness to emerging program needs.
- ▶ Maintain an accurate inventory of Art resources, ensuring effective stock control, material procurement is undertaken in line with the needs of the Visual Art area.

1.2 LEADERSHIP

- ▶ Provide clear direction and support to enable Art Studios and Breadth staff to achieve the agreed objectives of the Visual Art program.
- ▶ Set clear performance expectations for the team and provide regular feedback.
- ▶ Foster a collaborative work environment with academic colleagues and professional staff that encourages knowledge sharing and which creates and engaged workforce.

1.3 COORDINATION OF HEALTH AND SAFETY

- ▶ Ensure that the team has the appropriate level of training and skills to develop and deliver studio inductions for students, ensuring safe equipment operation.
- ▶ Ensure compliance with health and safety regulations across all Studio-based and breadth programs, fostering a safe environment for students, staff, contractors and visitors.
- ▶ Oversee the Visual Art operations ensuring full compliance with relevant safety acts and University policies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Undergraduate qualifications in a relevant discipline and/or a combination of education and relevant experience in contemporary and traditional art practice.
- ▶ Experience in managing a team of specialised professional staff across visual art disciplines.
- ▶ Proven ability to manage Art studio operations in a university environment, including overseeing the maintenance of equipment, spaces and resources.
- ▶ Experience coordinating high quality student and staff outcomes that align with curriculum and research deliverables with a focus on program delivery excellence and continuous improvement.
- ▶ Significant proficiency in planning and coordinating budgets, managing operational and financial aspects, and ensuring effective resource procurement and processes.
- ▶ Excellent consultation and engagement skills with strong communication and the ability to effectively collaborate with team members and stakeholders.

- ▶ Experience in managing Art studio and breadth resources and assets, ensuring effective stock control, and procurement is undertaken in line with the needs of the Visual Art area.

2.2 DESIRABLE

- ▶ Postgraduate qualification in a visual art or design discipline.
- ▶ High level computer literacy skills and experience using Microsoft Office suite along with planning software and systems.

2.3 OTHER JOB-RELATED REQUIREMENTS

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

2.4 MANAGEMENT OF HEALTH AND SAFETY

- ▶ A robust understanding of environmental health and safety requirements and risk management processes and practices.
- ▶ Ensure compliance with health and safety regulations across all Art Studio and breadth programs, fostering a safe environment for students, staff, contractors and visitors.
- ▶ Oversee the team's supervision of Art Studio operations and staff ensuring compliance with relevant safety acts and University policies.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under the direction of the Art and Design Manager. The incumbent will be expected to work with a degree of independence leading a team of professionals prioritising workloads and demonstrated thorough planning and performance management. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to demonstrate innovative problem-solving skills, independence and initiative in finding solutions, as well as judgment about when to seek further advice and escalate issues. The incumbent will use their professional expertise and acquired knowledge to identify solutions to problems with varying degrees of complexity.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

An ability to demonstrate a clear understanding of the University and the function and structure of the Faculty is essential. The incumbent is expected to develop and apply a detailed knowledge of the University's policies and procedures and compliance requirements including but not limited to health and safety and workplace relations.

3.4 RESOURCE MANAGEMENT

The Art Studios and Breadth Lead will be responsible for managing resources, including staff, budget and technical resources, in line with Faculty and University policies and procedures, guided by the Art and Design Manager and the Senior Manager Programs and Operations.

3.5 BREADTH OF THE POSITION

The position frequently interacts with internal and external stakeholders, including broader Faculty and University staff, suppliers, external bodies, and students, as required. The incumbent will be required to interact effectively with a variety of stakeholders at all levels, both internal and external to the University, on a broad range of issues.

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 ORGANISATION UNIT

The Programs and Operations (P&O) team within the Faculty of Fine Arts and Music is a dynamic work area, delivering services, support and technical expertise to academics, students, professional staff and stakeholders. The team operates predominantly at the Southbank Campus within Melbourne's Arts Precinct, as well as the University's Parkville Campus.

The team oversees program planning, delivery, and operational functions across the following areas: production and technical; event coordination; film and recording studios; asset, equipment and resource management; facilities maintenance and support; capital works and building projects; Occupational Health and Safety (OH&S), technical infrastructure; management of workshops, performance spaces, studios and galleries. The Programs and Operations team collectively ensures the effective planning and delivery of the Faculty's performance, creative and visual arts program, aligned with teaching & learning, research, and engagement priorities.

6.2 BUDGET DIVISION

Further information on the Faculty of Fine Arts and Music, home of the Victorian College of the Arts and Melbourne Conservatorium of Music can be found at <http://fineartsmusic.unimelb.edu.au>

6.3 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>

6.4 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.

6.5 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>