## Position Summary

The UNSW Health Translation Hub is a flagship project for UNSW. It will leverage the Randwick Health Precinct’s scale, diversity, and expertise to influence and impact positive health outcomes.

The **Exhibition Coordinator** plays a key role for the UNSW Health Translation Hub (HTH), responsible for delivering an annual Health Showcase exhibition program on the Ground Floor, set to open in September 2025. This program will highlight the university’s leading medical research, innovation, and health practices, exploring health and human experience for HTH users and the broader community. The role involves overseeing the practical operations of all aspects of exhibition delivery, including associated public programs and events, and building community.

The role entails providing project coordination and support, reporting and analytical support, developing communications, building key internal and external relationships, and providing administrative support for key programs and projects.

The role of Exhibitions Coordinator will report to the Chief Operating Officer Health Precincts (Randwick) and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Manage the practical operations of exhibition projects and related engagement events across the Ground Floor Exhibition space and art display throughout the UNSW tenancy in the Health Translation Hub through:
	+ - Managing the Exhibitions Program Schedule
		- Align exhibition content with the strategy and goals for the HTH Ground Floor exhibition space
		- Research and implement a plan for exhibition infrastructure that accommodates flexible exhibitions while meeting space requirements and staying within budget
		- Collaboration across UNSW faculties whose expertise can inform exhibition content, such as Art, Design & Architecture, and Data Visualisation
		- Managing the transport and delivery of infrastructure, artworks and objects
		- Overseeing the exhibition installation and technical requirements
		- Developing and maintaining documentation used in the management of exhibitions and events
		- Working collaboratively with the Division of Societal Impact, Equity and Engagement to ensure amplification of content, event management best practice, and adherence to UNSW’s brand.
* Collaborate with the UNSW Art Unit to support a rotation of artworks in UNSW HTH spaces on the ground floor and UNSW occupied spaces.
* Work with the UNSW Art Unit to support and drive the commission process of UNSW artwork assets in line with the HTH strategy, budget and governance procedures.
* Work with key stakeholders to determine a challenging and enlightening calendar of exhibitions and events resulting in audience engagement at key points of inter-disciplinary research.
* Work with precinct partners and RHIP’s Head of Placemaking to maximise opportunities for collaboration, messaging alignment and broader arts and culture strategy
* Plan, manage and complete all aspects of approved communications to ensure quality standards and deadlines are met in collaboration with key stakeholders.
* Assist with the analysis of feedback and metrics used to evaluate the impact of exhibitions.
* Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
* Assess and monitor project risks and issues and provide solutions where applicable.
* Manage project administration including coordination of workshops and meetings, minute taking, manage assigned actions and follow-ups and project status reporting.
* Develop and manage effective communications with key stakeholders, both internal and external to the project.
* Develop and produce reports, budgets, and financial statements as required.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf)
* Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

* Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
* Experience managing the practical operations of an exhibition program, as well as associated public programs and events.
* Highly advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
* Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders.
* Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgment and initiative.
* Project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
* Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.