

PROJECT MANAGER, MULTIMEDIA

Position Description

The Business Unit

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history. The objectives of the Business Unit are:

- To be Australia’s leading museum for the performing arts and create a world class venue to showcase the Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

The Position

Leads the development and delivery of multimedia content for display in exhibitions and other outputs. Coordinates with internal and external collaborators to meet multimedia objectives.

Type	Part Time 0.4FTE
Reports to	Exhibitions Manager
Direct Reports	-
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 3.3
Key Relationships	<i>Internal:</i> (e.g. Collections and Exhibitions Team, Finance team, Marketing and Strategic Communications team, Production team, Legal and Governance.) <i>External:</i> (e.g. Artists, Collecting Institutions, contractors, volunteers.)
Delegation	Financial and People delegations as per current policy.
Location	Arts Centre Melbourne premises
Other	SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	January 2026

In the position you will

Accountabilities:

- Actively contribute to the success of the Performing Arts Division and Arts Centre Melbourne.
- Successfully manage multimedia content development and delivery on time and within budget for the Collections and Exhibitions business unit venues, including AMPA, AMV, Collection Store, foyers and online.
- Successfully develop and use suitable communication plans and strategies.
- Apply best practice project management to schedule, track and communicate project plans and timelines.
- Co-ordinate procurement and payments.
- Develop and maintain effective working relationships internal and external stakeholders including Curators, Rights Advisor, contractors, artists and collecting institutions.
- Contribute to the development of operating procedures and systems for the management of Arts Centre Melbourne audiovisual collections.
- Facilitate retrieval from and access to Arts Centre Melbourne’s digital video archive.

- Comply with ACM policies and procedures and relevant legislation and regulations.

Decision making:

- Under the direction of the Exhibitions Manager strategically plan and deliver multimedia content for Collections and Exhibitions.
- Provide authoritative advice on the creation and production of multimedia content.
- Apply knowledge and exercise discretion in work organisation and achieving results within timeframes.
- In collaboration with the Exhibitions Manager, develop and modify operational procedures and consult with senior staff, peers and contractors.
- A moderate level of autonomy is required for operational and stakeholder negotiations and ensuring legal requirements are met.

Systems:

- Demonstrated experience of contemporary computer systems such as MS Office suite, Adobe suite, along with software utilised for video editing such as Final Cut or Adobe Premiere and captioning tools such as Sonix.
- Experience with QLab is highly regarded.

Working environment/physical requirements:

- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

SELECTION CRITERIA

Your qualifications and experience

- Relevant tertiary degree in the Arts/Cultural Heritage field and/or considerable related experience
- Proven experience in the production of audiovisual content

Your skills and attributes

- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.
- Extensive knowledge and demonstrated experience in project management, organisational and planning skills; proven ability to: manage competing deadlines, work on multiple projects simultaneously and deliver projects to tight deadlines and within budget.
- Demonstrated experience in the development and delivery of multimedia content for exhibitions.
- Experience in developing project briefs, project documentation including budget tracking, scheduling and reporting, allocating and managing resources including contractors.
- Demonstrated experience of contemporary computer systems such as MS Office suite and software utilised in multimedia production such as video editing, sound editing, captioning and titling.

- Demonstrated knowledge of the principles and standards for the licensing and use of video, sound and image assets in a public institution.
- Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing, consulting, collaborating and reporting.

Desirable

- Sound knowledge of Australian performing arts history and practice
- Experience working with Australian performing artists
- Current driver's licence

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

You demonstrate our values

- **Leadership**
- **Accountability**
- **Creativity**
- **Equity & Inclusion**