

## Position Description – Coordinator, Collections

### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

### About the Business Unit

The Collections Business Unit sits within the Performing Arts Pillar. 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 Australian Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Australian 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 culturally diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

### About the Position

<b>Primary Purpose</b>	<p>The purpose of this role is to coordinate the implementation and management of the APAC and Art Collection stakeholder management plan ensuring alignment with ACM priorities. The role is accountable for coordinating, recommending and allocating resources for tours of the Collections by stakeholders.</p> <p>The position provides administrative support to the Director to deliver on the vision and strategy for the department and provides administrative leadership by working with team members to identify internal training opportunities to improve capability across ACM's proprietary business systems.</p>
<b>Reports to</b>	Director, Australian Performing Arts Collection
<b>Direct Reports</b>	None

<b>Key Relationships</b>	<b>Internal</b> Performing Arts Pillar, Collections team, Executive Director, Performing Arts, Governance, Finance, Philanthropy and Marketing and Communications
	<b>External</b> Performers, presenters, artists, collection donors, supporters and other collecting agencies
<b>Position Type</b>	Part-time
<b>Salary Classification</b>	Band 3.1
<b>Financial Delegation</b>	As per Financial Delegation Policy

<b>Key Criteria</b>	
Qualifications	Degree or Graduate Diploma level qualification in arts management or similar and / and/or a related experience in a similar role
Experience	<ul style="list-style-type: none"> <li>• Sound knowledge in the use of the Microsoft Office suite of programs, customer relationship management systems, collections management database systems and social media</li> <li>• Excellent organization skills and the ability to prioritize tasks, and meet deadlines</li> <li>• Excellent relationship management and interpersonal skills including a demonstrated ability to provide both written and verbal information clearly and consistently</li> <li>• Experience in a team coordination role including the ability to identify process improvements, organize meetings, agendas and papers, and track work in progress</li> <li>• Sound knowledge and experience in the use of social media as a communication tool</li> <li>• Experience in a performing arts or cultural organization would be an advantage</li> </ul>
Other (i.e. legal or physical)	Physical – The position is based around a workstation, operating a computer and on site within multiple venues at Arts Centre Melbourne with the occasional need to lift and carry small office items. Attend offsite meetings from time to time.

## Accountabilities

- Actively contribute to the success of the Performing Arts Pillar and Arts Centre Melbourne
- Support the Director, Australian Performing Arts Collection to deliver on the vision and strategy for the department through regular briefings, diary and email management, agendas and minutes
- Ensure all current APAC donors are effectively and regularly transitioned to Tessitura as part of ACM's stakeholder management framework and philanthropy strategy. Provide regular updates and reports to the Director, APAC as part of building the case for support
- Enhance the Australian Performing Arts Collection's national profile by recommending opportunities to increase engagement as part of APAC's stakeholder management plan.
- Collaborate with Philanthropy to organise stakeholder events and other opportunities to build support for the APAC and Art Collection.
- Manage and coordinate tours of the APAC and Art Collection for stakeholders including reviewing and prioritising requests, booking and allocating team members, and retrieving collection material.
- Provide administrative leadership to the Collections team supporting team members to improve skills in ACM proprietary systems by organising training with relevant departments
- Contribute to the development of policies and procedures for ACM's Collections
- Comply with ACM policies and procedures and relevant legislation and regulations
- OH & S Compliance
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## Decision Making

- The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- The role provides authoritative advice in relation to stakeholder management and is accountable for the quality and accuracy of information about this cohort. The position is individually accountable for scheduling and resourcing tours of APAC and the Art Collection for internal and external stakeholders.