



Display Coordinator

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, Community, Care More and Creativity.

About 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

About the Position

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| Primary Purpose | The role is responsible for handling, mounting, transporting, storing and displaying the Arts Centre Melbourne's State of the Performing Arts collection and the Public art collection. |
| Reports to | Collections Programs and Engagement Manager |
| Direct Reports | Casual exhibition installation team |
| Key Relationships | <p>Internal</p> <p>ACM collections team, Facilities team, Welcome team</p> <p>External</p> <p>Designers, contractors, personnel from other cultural organisations, other professional organisations and associations</p> |
| Position Type | Part Time |
| Salary Classification | 3.1 |
| Financial Delegation | - |

| Key Criteria | |
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| Qualifications | Tertiary qualification in Fine Arts or Museum Studies or relevant discipline or industry experience. |
| Experience | <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrated experience in a museum or gallery environment performing tasks related to design, collection management, exhibitions and preventive conservation including best practice handling, mounting and installation, storage and transportation and security of cultural material. • Demonstrated experience in coordinating and participating in exhibition installations and deinstallations including managing associated hardware such as display cases, mounts and forms, patching and painting walls. • Demonstrated ability to design, construct and install mounts made from a range of conservation approved materials for multi-disciplinary cultural material collections for display, touring exhibition and storage including demonstrated concern for detail, accuracy and meticulous work. • Demonstrated experience in maintaining professional standard technical components within a gallery environment including gallery standard lighting and exhibition labels. • Demonstrated experience in project management, organisation 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 working with a range of stationary and portable power tools and equipment with good manual dexterity. Ability to maintain and manage a work studio and order supplies. Basic knowledge of physical and chemically safety is essential. • Demonstrated experience, competency and understanding of contemporary computer systems such as MS Office suite, collection management and location software such as EMu and MV Wise. Ability to document and track exhibition hardware using such systems. • Extensive knowledge and demonstrated experience of national and international principles, practices, standards and ethics relating to management and display of cultural collections. • Demonstrated ability to work cooperatively with project teams including designers, project managers and other collections staff. Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing, consulting, collaborating and reporting with senior management, peers and other related internal and external contacts. • Demonstrated experience with performing risks assessments, meeting compliance with policies and developing innovative processes and procedures. <p>Desirable:</p> <ul style="list-style-type: none"> • A commitment to the delivery of service excellence. • Sound knowledge of Australian performing arts history and practice and its associated material culture. • Current driver's licence. • Fork lift licence. • Construction Induction card. • Experience in driving large vans and using manual handling equipment. |
| Other (ie legal or physical) | <ul style="list-style-type: none"> • General office work • Strong emphasis on physical tasks such as bending, lifting • Use of stationary and power tools • Working at height and in confined spaces during exhibition installation • This position may be required to travel for exhibition purposes. |

Accountabilities

- Actively contribute to the success of the Performing Arts Division and Arts Centre Melbourne.
- Manage and participate in exhibition installations and deinstallations including onsite and touring exhibitions. This including the handling, mounting, packing, transport, installation/deinstallation and security of objects.
- Contribute to the planning, scoping, resourcing and budgeting of exhibition and display technical and aesthetic requirements. Participate in project teams and ensure technical and display requirements are delivered on time, to budget and specification.
- Apply artistic, creative, innovative and visual design skills to exhibition layouts.
- Contribute to the presentation of high standard exhibitions and displays using best practice and conservation approved techniques and materials.
- Design, fabricate (or work with external contractors) and install mounts that hold and secure collection material while on display and in storage including mounting and framing 2D works, mounting costumes and modifying mannequins and supporting 3D objects using conservation approved materials and methods.
- Collaborate with conservator to ensure that mounting techniques meet the safety needs of objects while on display and in storage.
- Prepare spaces for exhibition installations, including patching and painting gallery walls, locating and moving gallery furnishings, installing audio visual equipment and implementing design.
- Handle miscellaneous exhibition duties, including maintenance of storage, trolleys, crates and collecting supplies and materials for installations and deinstallations.
- Liaise with Programming, Welcome and Facilities team members to ensure that exhibitions are appropriately programmed in EBMS and comply with OH&S, venue and security requirements.
- In collaboration with specialist curator and registrar, coordinate the hanging, relocation and changeover of works from the Public Art collection in offices and public spaces throughout ACM as scheduled and required.
- As required liaise with Production or external contractors to schedule appropriate installation team members and oversee workflow on a day-to-day basis
- Maintain resources including budgets and labour, systems and processes to ensure technical and display operations run smoothly and professionally.
- Maintain an effective workshop for exhibition and display activities including tools, equipment and supplies.
- Develop and maintain an inventory of exhibition hardware including mannequins and mounts in EMu and MV Wise and coordinate and manage transit between storage and exhibition locations.
- Assist with other collection management project requirements such as rehousing, storage and transport of objects between facilities as required.
- Perform risk assessments to minimise risks associated with handling, storage, display and transport of collection material.
- Contribute to the development of overall operating procedures and systems for the management of Arts Centre Melbourne collections.
- Develop and maintain effective working relationships and strong partnerships with a broad range of key internal and external stakeholders including other national and international collecting institutions.
- Comply with ACM policies and procedures and relevant legislation and regulations.

Decision Making

- The role provides authoritative advice on best practice standards of exhibition and display presentation. The role also does this in collaboration with the Mountmaker.
- The role supervises and manages external installation contractors.
- The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- The role develops strategies in association with the Collections Programs and Engagement Manager to recommend any innovations in exhibition display.
- Levels of autonomy is required in the context of exhibition delivery and related workflows. The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- In collaboration with the Collections Programs and Engagement Manager the position develops and modifies operational procedures and consults with senior staff and peers.