



Space2b Art & Design Social Enterprise

Space2b Artspace Administrator 2021

Job title:	Space2b Artspace Administrator
Reporting to:	Operations Manager, Space2b
Employment:	8 hrs per week

PURPOSE OF THE POSITION

As the gallery administrator, you will be primarily responsible for promoting and booking the ArtSpace at Space2b. This includes: administration, working with artists to determine their exhibition dates and support emerging artist with their exhibition and preparation of the artworks for hanging. You will be in charge of the hanging and takedown of each exhibition and run 'Exhibition Openings'.

HOURS

Hours will need to be flexible depending on openings and artist installation times. You will be responsible for managing your time appropriately.

SCOPE

As the Artspace Coordinator you will consult/liaise with the Operations Manager, the Retail Coordinator, Café, trainees and volunteers.

Essential Duties and Responsibilities:

- Work closely with emerging artists to ensure that their exhibition runs smoothly.
- Advise on appropriate hanging system, exhibition Opening, labeling of artworks and promotion.
- Ensure the Retail staff label artwork and place for sale correctly.
- Evaluate Artspace and exhibitions both for artists and buyers.
- Promote the Space2b gallery space, to ensure we have future bookings.
- Promote exhibitions and support artists to do their own promotion.
- Collaborate closely with the ArtSpace Manager, CEO, Shop coordinator and volunteers to promote special arts programs and / or workshops and seminars.
- Mentor & support newly arrived trainees and interns.
- Meet monthly with the Operations Manager.
- Liaise with outside organisations to investigate potential partnerships
- Provide information and images to our graphics team for our website/flyers & poster.
- Maintain cleanliness and order of gallery area.
- Comply with OH&S requirements.
- Maintain the bookings calendar to ensure that exhibitions are clearly noted.
- Be responsible for documenting each exhibition and special events/fundraisers etc.
- Keep media list up to date.
- Keep new artist list up to date
- Coordinate volunteers and ensure duties are clearly defined.
- Provide information on exhibitions to Shop staff so they can assist with sales.



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SPACE2B STAFF WILL:

- Update website gallery info and create flyers/posters
- Print posters for the shop and cafe
- Manages the artspace and makes sales
- Manage input of artwork to our POS system
- Answer public inquiries and provide help to artists and visitors as needed.
- Provide information to visitors about the gallery space.

KEY SELECTION CRITERIA

Education and Experience required:

- Experience in Arts management/delivery.
- Knowledge regarding contemporary art and art practices
- Excellent interpersonal skills to interact with the public and help with any inquiries.
- Knowledge of basic marketing and able to promote activities and services.

Gallery Space:

- Excellent time management skills.
- Ability to solve problems.
- Good communication skills (written and verbal).
- Knowledge of software: MS Office, Social media APPS, Mailchimp, Wordpress.

PERSONAL ATTRIBUTES

- Honest, trustworthy & Respectful.
- Possess cultural awareness and sensitivity.
- Be flexible, organised and comfortable working with change.
- Demonstrate sound work ethics.
- Align with the values and vision of Space2b.

Together we make a difference!