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| **POSITION DESCRIPTION** | | | |
| **POSITION TITLE:** | Artist Coordinator, RCH150 Art Trail | | |
| **NAME OF POSITION HOLDER:** |  | | |
| **DEPARTMENT:** |  | | |
| **SIGNATURE:** |  | | |
| **TITLE OF SUPERVISOR:** | Project Manager, Art Trail | | |
| **NAME OF SUPERVISOR**: | Jo Sapir | | |
| **SIGNATURE:** |  | | |
|  |  |  |  |
| For office use only |  | | |
| Position Number: |  | | |
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**1. PURPOSE OF POSITION**

The purpose of the Artist Coordinator is to support the RCH150 Program Director and Art Trail Project Manager to deliver ‘Me and UooUoo: The RCH150 Anniversary Art Trail’, as a major fund-raising component of the Royal Children’s Hospital’s (RCH) 150th anniversary program. The Art Trail will feature 100 UooUoo sculptures (UooUoo is the Art Trail mascot), each one decorated with unique artwork.

The Artist Coordinator is responsible for liaising with independent artists who will be commissioned to create artistic work as part of the RCH150 Art Trail. The position will direct the activities of contracted artists engaged in the design, layout and application of high quality original artwork for the Art Trail and will ensure that adequate planning processes, scheduling and artist support systems are in place to guarantee that high-quality commissioned artworks are delivered on time and within budget.

**2. ORGANISATIONAL RelationshipS**

**Position Title of Supervisor:**

Project Manager RCH150 Art Trail

**Positions that also report to Supervisor:**

n/a

**Positions that report to this position:**

Commissioned artists  
From time to time, the Artist Coordinator may need to supervise interns and other contractors.

**3. Context OF POSITION**

**The Royal Children’s Hospital:** The Royal Children’s Hospital has been providing outstanding care for Victoria’s children and their families for over 140 years. It is the major specialist paediatric hospital in Victoria and its care extends to children from Tasmania, southern New South Wales and other states around Australia, and overseas. The RCH’s campus partners, the Murdoch Children’s Research Institute (MCRI) and the University Of Melbourne Department Of Paediatrics, along with the RCH Foundation, are on site with the hospital in Parkville. Together, this alliance is committed to improving the health outcomes for children today and in the future.

**The RCH Foundation:** Founded in 1989, the RCH Foundation is the fundraising arm of the Royal Children’s Hospital. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works very closely with the RCH to help achieve its vision.

**The RCH150 Project:** In 2020, the Royal Children’s Hospital celebrates its 150th anniversary. In recognition of this major milestone, the RCH and the RCH Foundation are collaborating to present a year-long program that celebrates the achievements of the RCH to date, and charts a path towards the future of paediatric healthcare and the RCH’s role in it. The RCH150 program will include a combination of public-facing events, initiatives and online content.   
  
RCH150 seeks to:

* celebrate and acknowledge the RCH’s achievements over 150 years and honour past and present contributors
* reinforce why the RCH exists and set the agenda, spirit and vision for its future
* leverage opportunities for raising financial support for the RCH.

**The RCH150 Art Trail:** As part of the RCH150 program, the RCH Foundation is conducting a large-scale mass participation public art event, which will bring 100 eye-catching 3D sculptures onto the streets of Greater Melbourne and Geelong for the enjoyment of all, while raising significant funds for the hospital. Working with partners, artists and communities, together with public and private sector organisations, this high-profile event will use creative process to animate the city and deliver defined economic, cultural and social benefits in support of our unique and beloved institution that is The Royal Children’s Hospital.

**4. NATURE AND SCOPE OF POSITION**

**Work performed**

The Artist Coordinator is an integral member of the RCH150 team and will work collaboratively with other team members to ensure the successful delivery of the RCH150 Art Trail. The Artist Coordinator will manage the artist submission process which is a call-out for artists wishing to create an original artwork as part of the Art Trail. The Artist Coordinator will assist in commissioning approximately 100 high-quality artistic designs from 100 different artists and will ensure that these artworks are delivered in a manner that supports both the aims of the project and the participating artists.

The Artist Coordinator will be required to work collaboratively with other staff across the organisation, contractors and volunteers to assist with production, marketing and administrative support to successfully deliver the Art Trail.

Initially, work will be based at the RCH Foundation offices, Level 2, 48 Flemington Road, Parkville. During the period the artist workshop is operational, the Artist Coordinator will be based at the workshop (location is to be advised).

**Main tasks and responsibilities**

Artist Submission and Commission Process

* Co-ordinate the Open Call to Artists process, maintaining a database with all relevant information for communication, marketing and invoicing
* Manage artist submission process — respond to all enquiries, collate entries and ensure all submission criteria are met
* Create an artist design portfolio in a presentation format for sponsors
* Assist the RCH150 team to deliver a successful sponsor preview event
* Liaise with sponsors on special commissions — discuss sponsor requirements and create an agreed brief and match up with regional artist, supporting the interests of both parties
* Set up painting workshop space and manage the artists’ use of this — scheduling etc.
* Manage the commissioning process following the Sponsor Preview, including issuing contracts, work schedule, paint and varnish requirements as well as managing invoicing.

Project Logistics and Operations

* Develop and maintain positive relationships with a wide range of stakeholders including artists, suppliers and RCH150 comms and sponsorship teams
* Coordinate the delivery of sculptures to individual artists’ studios where applicable
* Ensure all sculptures are completed and returned by the agreed deadline
* Compile project information including sculpture and artist profiles, sculpture handling instructions, and condition reports for install, de-install, and post-project
* Develop and oversee a maintenance program to ensure the appearance and integrity of sculptures are upheld at all times. Specifically: create a maintenance strategy and schedule; recruit, brief and manage maintenance team; and manage the maintenance and refurbishment program prior to the Farewell Event and Auction.
* Plan and facilitate regular consultation/update meetings with each artist
* Regularly communicate with artists and stakeholders to outline project requirements
* Provide professional advice to artists, venues and other stakeholders as required
* Work closely with Art Trail project manager and RCH Foundation staff to ensure all assigned duties comply with RCH risk management policies and protocols
* Coordinate and oversee the timely and on-budget delivery of artistic milestones, monitoring activities and ensuring that targets and contractual obligations are met.

Marketing and Communications

* Participate in Work in Progress meetings, and manage reports and updates as required
* In consultation with the RCH150 Program Director, and Communications Director, assist the preparation of marketing campaigns focused on the Art Trail across print and digital media
* Assist in marketing, audience development and community engagement activities, including assisting with launch and closing events
* Attend promotional events as required, ensuring RCH Foundation is represented in a professional manner
* Provide a high standard of client service to all stakeholders, including troubleshooting and problem-solving
* Provide professional advice to artists, stakeholders, staff and general public, developing interpretive material as required
* Provide Communications Team with artist information, design inspirations and images and other news/copy
* Support Communications Team to undertake a photoshoot for individual sculpture stock photography
* Support the Communications Team by proofreading design and artist statements for the Art Trail website, plaques and other collateral

Event Production

* Support the Art Trail Project Manager to:
  + manage key events including Sponsor Preview, Sponsor Workshop and Farewell Weekend and Auction
  + develop and commission plinths
  + ensure that all Health and Safety requirements are met.

General Administration

* Create and manage all relevant documentation templates of collateral for artists, suppliers and other stakeholders
* Gather and compile qualitative and quantitative data relative to the artistic program for acquittals and reports
* Provide administrative support and undertake other duties as required.

**Decision-making**

The Artist Coordinator is responsible for the timely and successful delivery of the artistic components of the RCH150 Art Trail, and will, in conjunction with the Art Trail Project Manager, make decisions regarding all relevant aspects of the project. The person must exercise superior judgment in bringing sensitive matters to the attention of the RCH150 Program Director and/or Art Trail Project Manager, as appropriate, to ensure key stakeholders have confidence as the project develops.

**Communication**

**Internal**

* Work closely with RCH and RCH Foundation staff and internal contractors, suppliers and partners to ensure the program is in line with RCH and RCH Foundation requirements.

**External**

* Work closely with a broad range of stakeholders, as well as external contractors, suppliers and partners, acting as first point of contact as appropriate.

**5. SELECTION CRITERIA**

* Extensive demonstrated experience in working as part of a team to manage and deliver projects within budget, schedule and quality parameters
* Demonstrated experience in project and production management of public arts (or similar) programs, festivals and events
* Demonstrated experience in working with painters and artists and understanding their specific requirements (experience working in a paint workshop or artist studio environment will be highly regarded)
* High level of Occupational and Workplace Health and Safety knowledge and acumen, and a professional ability to identify and reduce related risks and hazards
* Proven ability to lead and manage volunteers, artists, interns, external consultants and contractors to deliver projects
* Excellent written and verbal communication skills, problem-solving skills and attention to detail
* Demonstrated interpersonal experience, successfully liaising and collaborating with multiple stakeholders.
* Commitment to the RCH and RCH Foundation’s values and a working style that reflects these

**6. TERMS AND CONDITIONS**

The position will commence on 1 October 2019, finishing on 24 December 2020.

The position is part time 0.6FTE (three days per week).

There will be a three month probationary period and a one month notice period.

Salary packaging is available.

The position may be undertaken as a contractor.

A Clean driving license and own transport is required.

The position is offered subject to a Working with Children Check and Police Check.

**AGREEMENT TO THIS POSITION DESCRIPTION**

**AGREEMENT TO THIS POSITION DESCRIPTION – to be filled out by the successful applicant**

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| Signed for and on behalf of Sue Hunt,  Chief Executive Officer, The Royal Children’s Hospital Foundation | Signed by the Appointee  Appointee Name: |
| Signature: | Signature: |
| Date: | Date: |

**MORE INFORMATION AND HOW TO APPLY**

Selection Criteria - Applications must address the Selection Criteria in the position description - applications that do not address the Selection Criteria will not be considered. If you have not responded to selection criteria before for a job application, then please visit [www.rchfoundation.org.au/careers](http://www.rchfoundation.org.au/careers) for more information.

* More information — for further information or queries about this role, please email Bebe Backhouse RCH150 Program Director at [jobs.foundation@rch.org.au](mailto:jobs.foundation@rch.org.au).
* Submitting your application — send your application, including your CV, the names and contact details of three referees and your response to the Selection Criteria to [jobs.foundation@rch.org.au](mailto:jobs.foundation@rch.org.au) by 5pm on Friday 23 August 2019.
* We will acknowledge receipt of all applications, however only shortlisted applicants will be contacted.