

EXHIBITIONS AND OPERATIONS COORDINATOR

CLASSIFICATION: Band 5, Fixed Term

OCCUPANT: Vacant

DATE: September 2026

POSITION CONTEXT & OBJECTIVE(S):

To undertake the duties of Exhibitions and Operations Coordinator within the Warrnambool Art Gallery.

KEY RESPONSIBILITIES AND DUTIES:

1. Exhibition Program

- Support the Gallery Director, Curator of Exhibitions, and Curator Collections with the coordination and facilitation of an annual program of temporary exhibitions; including loan documentation, condition reporting, national and international artwork transport, installation and deinstallation coordination, and exhibition maintenance taking responsibility for rigorous forward planning and working to realistic lead-times.

2. Outreach Program

- Support the Gallery Director, Curator of Exhibitions, Curator Collections, Education Officer and Front of House Coordinator with coordination and facilitation of public programs including event set up and pack down, transport and accommodation arrangements for visiting guests., risk assessment and administrative requirements.
- Support Front of House Coordinator with facilitation and coordination of event delivery as it pertains to exhibition launches and private functions.
- Support Education Officer with facilitation and coordination of travel arrangements for visit schools when required.
- Assist in the preparation and administration of exhibition statistics for reporting purposes.

3. Collection

- Assist the Gallery Director and Curator of Collections with the administration of collection records related to registration, insurance, loans, research inquiries, image requests and copyright etc;
- Assist with the storage of the collection and loaned artworks;
- Actively monitor climate control and reporting as required.

4. Front-of-House

- Perform reception and front of house duties as requested by the Gallery Director.

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5. OH&S and Public Safety

- Under the guidance of the Gallery Director and Councils Occupational Health and Safety Team undertake activities directed to ensure compliance with OH&S and public safety, and compliance with Council/legislative requirements.

6. Marketing and Media

- Support the Gallery Director and broader team to facilitate and collate advertising and marketing materials and coordinate their dissemination, working alongside design contractors, media partners and contacts.

7. Finance and Reporting

- Under the guidance of the Gallery Director, process invoices, purchase orders and raise invoices through the financial system for exhibition, operations and marketing related expenses ensuring costs are in line with budget, and processes comply with Council Policy and Procurement procedures.
- Proactively monitor and maintain project deliverables, reporting regularly to the director.
- Perform other duties as instructed by the Gallery Director.

KEY SELECTION CRITERIA:

All applicants are required to respond to the following bullet points in their application:

- Demonstrated experience and understanding of the responsibilities of working in a Gallery environment.
- Well-developed skills and experience in coordinating, scheduling and delivering exhibition installations, public events in line with OH&S requirements, and on budget.
- Well-developed experience in de/installation of artwork, and artwork handling procedures.
- Demonstrated capacity for problem solving and ability to provide and implement innovative solutions.
- Strong time management skills and an ability to plan and organise work to meet deadlines and deal with complex logistics and periods of pressure;
- Well-developed interpersonal skills with the ability to work collaboratively internally and externally with a range of contractors, professionals, tradespeople.
- Strong written and verbal communication skills
- Sound computer operation/PC skills, including current software packages Microsoft word, and excel.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Police Records and/or Working with Children Check.

☐/✓ YES

☐/✓ YES

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Gallery Director
Supervises:	Nil
Internal Contacts:	Gallery Staff Warrnambool City Council Staff
External Contacts:	Artists, curators, researchers, students, industry colleagues, galleries, funding bodies, trades people, couriers and contractors.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Exhibitions and Operations Coordinator provides key support to staff across these core areas of the business. This includes supporting:
- Coordination and facilitation of installation and deinstallation of exhibitions including, but not limited to planning and scheduling staff, external contractors, artwork transport logistics and customs considerations, condition reporting, installation and artwork handling.
- Ensure compliance with OH&S, public safety, and procurement procedures and policies.
- Financial processing and administrative duties, ensuring expenditure is in line with budget according to set delegation authority.
- Coordinate marketing, exhibition and design material and collateral.
- Oversee climate control, and support collection storage and collections access.

JUDGEMENT AND DECISION MAKING:

- The position involves supporting the coordination of the gallery's exhibition, collection and outreach programs in accordance with accepted OH&S standards, gallery practices, and council policies, scheduling artists and contractors working within a pre-determined budget. Contractors can include artists, architects, artwork transportation, tradespeople, labourers, lighting and sound technicians, builders, designers etc.
- The position requires excellent and informed judgement, problem solving and decision making relating to the coordination of exhibitions and marketing.

SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to actively support a healthy and efficient workplace culture
- Well-developed skills and experience in coordinating, scheduling and delivering the installation of gallery exhibitions, preferably in a public gallery setting
- Understanding and experience in OH&S and public safety standards and environments
- Demonstrated knowledge of museum/gallery practices and standards
- Experience in de/installation of artwork
- Teamwork skills with the ability to work collaboratively and oversee a wide range of contractors, professionals, tradespeople.
- Understanding of procurement

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INTERPERSONAL SKILLS:

- Values strong workplace culture
- Well-developed interpersonal and verbal communication skills including visitor and contractor liaison
- High level of interpersonal, oral and written communication skills
- Well-developed written communication skills including ability to prepare reports
- Works independently as well as gain co-operation and assistance from other employees,
- Ability to collaborate, engage and inform a wide range of professional, community and trade stakeholders
- Sound conflict resolution and problem-solving skills

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated experience working in a public gallery or relevant area to deliver projects wokriung with various stakeholders.
- Experience in art installation, coordination and delivery of exhibitions and public events within a gallery setting.
- An ability to use, or learn, Vernon collection management software
- General competency in computer use.
- Drivers licence.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

Name:	
Signature:	
Date:	

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WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING