

TROCADERO ART SPACE

Public Programs Coordinator Call Out

[Trocadero Art Space](#) is seeking a Public Programs Coordinator to join the general committee and drive a range of engaged and inclusive public programs alongside our exhibitions. This is a unique opportunity for a motivated and creative individual with an interest in developing skills in the arts to make a significant impact.

We encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, people with disabilities, and members of the local western Melbourne community. We are a wholly volunteer-run organisation, however we acknowledge that many are not in the position to take on significant unpaid work. If you are interested in applying and would like to discuss flexible arrangements, please get in touch.

About Trocadero

Trocadero Art Space is an artist-run initiative presenting a diverse and experimental program of exhibitions and events. As a non-profit art space run by a dedicated committee of volunteer artists and arts workers, Trocadero strives to provide a safe and engaging environment for artists to exhibit in, develop from, and contribute to the Maribyrnong community.

Due to COVID-19, the gallery is currently closed and focussing on supporting artists and engaging the public via online content, as well as undertaking organisational planning and development.

About the Role

The Public Programs Coordinator works with the Trocadero team and wider community to coordinate the development and delivery of our public programs. During COVID-19 there is a strong emphasis on coordinating digital content, with a focus on our [Troc Talks Online program](#).

As the Public Programs Coordinator you will communicate with artists to develop their program ideas, often assisting with the format of artist talks and experimental content. Alongside this, you will assist other Trocadero committee members with special programs throughout the year.

Key Responsibilities:

- Consulting with committee staff to develop a program of events
- Regular and timely communication with artists via email, online meetings or other
- Scheduling programs in collaboration with marketing/promotions staff
- Developing guiding questions for artists in preparation for artist talks
- Conducting interviews with artists or participating in other programs
- Coordinating program delivery and rostering staff where needed

General Committee Member Requirements:

- Participation as a seat-holder on the general committee, including voting and decision-making
- Attendance at regular online committee meetings (monthly)
- Attendance at annual Annual General Meeting

HOW TO APPLY

To apply please email your CV with a cover letter outlining your interest and suitability for the role by the closing date.

Closing date: Tuesday 28 July 2020

Email: info@trocaderoartspace.com.au

Please note that Trocadero Art Space is accessed via two flights of stairs.
Please contact us to discuss any accessibility requirements in relation to this role.

Trocadero sits on the unceded lands of the Boon Wurrung and Woi Wurrung people of the Kulin Nation. We offer our respect to the Elders of these traditional lands and, through them, to all Aboriginal and Torres Strait Islander peoples.