



Title of Position **Program & Communications Manager**

Type of Appointment	Full time, 12 month contract (subject to the completion of a three month probationary period). Potential for extension beyond the first year pending performance and funding continuation
Reports to	CEO, Design Tasmania
Salary	Salary Circa \$65,000 per annum commensurate with experience. Includes 9.5% super
Commencement:	Commencing as soon as possible
Location:	The position is located at Design Tasmania, Gary Cleveland Galleries, City Park, Launceston, TAS.
Special Conditions:	Special Conditions: Some afterhours work is required and, from time to time intra-state travel as per the program and exhibitions program.
Terms of Offer:	The position is subject to a contract of employment that will cover: Commencement date, duties, hours of employment, time in lieu arrangements, remuneration, superannuation, out-of-pocket expenses, annual leave, sick leave and other entitlements, confidentiality, termination, reporting lines, performance review and intention to renew.

What We Do

Work with us and help us achieve our vision for Tasmania to be recognised as the Design Island.

Design Tasmania is an effective not-for-profit organisation dedicated to nurturing a vibrant design ecosystem locally and nationally. Our vision is for a successful Tasmania where 'Design Makes the Difference' to enterprises, the community, and individuals. Located in the Gary Cleveland Galleries in Launceston, for over 40 years we have informed, inspired and exposed designers, makers, and community to excellence in design and design thinking.

We are committed to collaboration, innovation and meaningful action. We encourage creative risk-taking, facilitate new work and exhibitions, broaden the national and international audience for Tasmanian craft and design, and champion a culture of creativity and innovation.



Summary of the position

The Program and Communications Manager is an experienced, out-going, well-organised and highly motivated individual. The role requires efficient day-to-day delivery and strategic development of our artistic exhibitions and programs and our high level internal and external communications to various stakeholders. The Program and Communications Manager will be an intelligent, creative and hands-on team player with outstanding interpersonal and communications skills with a passion for design and people.

Reporting and Working Relationships

The Program and Communications Manager will:

- Report to the CEO;
- Work closely with the CEO and the Development Manager and casual and contracting staff;
- Oversee and liaise with volunteers;
- Maintain strong communications and working relationships with the retail staff;
- Have a high level of autonomy managing daily work; and
- Maintain professional and convivial relationships with all staff, stakeholders and the Design Tasmania Board Members and Trustees.

Duties

The exhibitions program includes four major seasonal exhibitions in the five gallery spaces at Design Tasmania. There may be more than one exhibition occupying the spaces during that period and other exhibitions from time-to-time to compliment the broader Design Tasmania program. The galleries also are home to the Tasmanian Wood Design Collection which includes over 70 unique pieces. The role includes the planning, presentation and communication of the Collection to audiences both within Design Tasmania and off-site.

The Design Tasmania programs include initiatives such as the annual Design Tasmania Award, Women in Design and the Design Camp. An ongoing part of the program are also workshops, floor talks and seminars that are intimately connected to the exhibition program or a result of exceptional opportunities.

Exhibitions & Programs

- Keep abreast of international design trends, initiatives and events and work with the CEO on the forward planning and strategic development of the Design Tasmania exhibitions and programs.
- Under the close oversight and guidance of the CEO deliver and oversee all relevant tasks for the implementation of internationally resonant exhibitions and programs onsite and offsite including contracts, risk assessments, schedules and budgets.
- Work closely with the CEO and Development Manager on the identification of sponsor and partnership opportunities tied to the exhibitions and programs.



- Co-ordinate the timely execution and delivery of exhibitions and programs with the CEO and stakeholders including sponsors and exhibitors.
- Plan and coordinate any travelling exhibitions including the Tasmanian Wood Design Collection and online presentations of the collection or exhibitions.
- Co-ordinate public programs, community out-reach and education, including volunteers and events on site to support the exhibitions and programs.
- Work collaboratively and harmoniously with all stakeholders, staff and volunteers and manage time efficiently.
- Plan and deliver effective communications strategies and tasks to garner audience participation and promote the exhibitions and programs.
- Assess and evaluate the impact of exhibitions and programs to the design community and audience segments with the CEO and prepare reports to funders and the Board.

Communications

- Develop and implement best-practice communications strategies for the exhibitions and programs.
- Manage internal communications including the briefings and reports to staff, volunteers and the Board in regard to the exhibition and program details as well as the annual calendar and events.
- Take responsibility and collaborate with the CEO and Development Manager in the hands-on delivery of news and information to partners, stakeholders and audiences including within the galleries, in print, online, social media platforms, email and other modes as developed.
- Nurture, build and maintain relationships internally and externally, and be aware and responsive to the needs of different groups in particular the design community, general public, the Board and key partners.
- Represent and uphold the organisation and its brand in the most professional way possible to stakeholders and the general public.

Performance Evaluation

- Performance evaluation will be conducted annually by the CEO and a Board member in conjunction with the Program and Communications Manager.
- Non achievement of position duties will result in a review of the position.

Selection Criteria

Essential

- Knowledge of contemporary design sectors
- Experience delivering a gallery exhibition program
- High-level written and oral communication



- High level of self-direction and confidence to contribute to the development of the program
- Excellent computer skills (Microsoft platforms and Adobe Creative Suite, CRM, website, mailchimp etc, social media platforms)
- Flexibility and ability to work some weekends or evenings in alignment with the exhibitions and programs
- Understanding of and commitment to principles and practices of Workplace Health and Safety and Equal Opportunity, to exercise excellent judgment carrying out established policies and procedures for security and safety of people, artwork and facilities in a complete, consistent, timely manner
- Current drivers' license and access to a car.

Desirable

- Knowledge of the contemporary craft and/or design practice and practitioners in Tasmania
- Knowledge of the not-for-profit sector including Board meeting practices and processes
- A generous and collaborative nature with a desire to share information and ideas
- Creative and innovative thinking
- Experience with strategic planning

Culture

- Work as a close team to deliver the artistic program and business operations and a harmonious and safe work place
- Ensure environmentally responsible business practices and maintain a healthy work-life balance
- Convivial relationships with all Design Tasmania stakeholders
- Contribute to organisational planning and achievement of goals.

How to apply

To apply for The Program and Communications Manager position at Design Tasmania, send a two-page (maximum length) letter outlining your experience and suitability in response to the essential selection criteria. Please also send a copy of your cv and the names and contacts of two referees.

Email your application to Karina@designtasmania.com.au by 4pm on Monday July 2, 2018.

For more information contact Karina Clarke, CEO, Design Tasmania, (03) 6331 5505. Available from Monday June 18, 2018.