

POSITION VACANT: Public Programs Coordinator

Are you passionate about connecting people with art and creativity?

Warwick Art Gallery is seeking a dynamic and community-focused individual to join our team as Public Programs Coordinator.

This role offers an exciting opportunity to coordinate and deliver innovative engagement programs that enhance our exhibitions, strengthen community involvement, and build meaningful connections with diverse audiences.

About Us:

Warwick Art Gallery is a vibrant regional gallery located in the Southern Downs, renowned for its innovative exhibitions, community-focused events, and the much-loved yarnbombed tree exhibition for Jumpers and Jazz in July festival. Join a passionate team dedicated to creativity, inclusion, and cultural vitality.

The Gallery operates as a not for profit, incorporated association that received operational funding from Southern Downs Regional Council annually.

Term:	Permanent Part Time
Employer:	Warwick Art Gallery Inc
Hours of Work:	60 hours per fortnight
Award:	MA000080 Amusement, Events and Recreation Award 2020. Pay rate dependent on relevant skills and experience.
Employment Base:	Warwick, Queensland
Other Information:	Candidates who address the Selection Criteria will be considered favourably.

Applications Close: 11:59pm Monday 18 August 2025 A position description is attached which provides details of hours, remuneration, key responsibilities and duties.

If you would like to apply for this position please provide:

1. A cover letter,
2. Your curriculum vitae with two professional referees (maximum 2 pages), and
3. A statement addressing the five (5) selection criteria (maximum 2 pages)

Email applications to:

Att: Management Committee

admin@warwickartgallery.com.au

Warwick Art Gallery - Public Programs Coordinator

Position Summary

The Public Programs Coordinator plays a vital role in connecting the Gallery's exhibitions and activities with the wider community. This dynamic position is responsible for the development, coordination, and delivery of public engagement programs that enhance visitor experience, deepen audience understanding, and build meaningful connections between art, artists, and the public.

Working closely with the Gallery Director, the Public Programs Coordinator designs and implements a range of programs tailored to each exhibition, including artist talks, workshops, guided tours, children's activities, and community events. Creativity, initiative, and a strong understanding of audience engagement are essential in crafting inclusive and accessible experiences for diverse audiences.

A key aspect of the role is the coordination and support of the Gallery's dedicated volunteer team. The Public Programs Coordinator recruits, trains, and schedules volunteers, fostering a positive and collaborative environment where volunteers feel valued and empowered. The role ensures volunteers are well-informed ambassadors for the Gallery and play an active part in the delivery of programs and daily operations.

This position requires excellent communication and organisational skills, a passion for visual arts and community engagement, and the ability to manage multiple projects simultaneously in a fast-paced and creative environment.

Responsible for:	Volunteer workforce
Contractual Obligation:	60 hour fortnight; worked over 8 days. Weekends may be required as part of Gallery and exhibition requirements.
Reports to:	Warwick Art Gallery Director
Location:	Warwick Art Gallery 49 Albion Street WARWICK QLD 4370

Successful applicants will –

1. Be enthusiastic and self-motivated, with a positive attitude and a demonstrated ability to deal with colleagues, customers and volunteers.
2. Possess and demonstrate computer literacy and/or keyboarding skills, with an emphasis on word processing, desk-top publishing and social media;
 - 2.1 Essential skills: Microsoft Outlook, Word and Excel + Facebook + Instagram
 - 2.2 Desirable skills: Adobe CC (InDesign, Illustrator, Photoshop) .
3. Demonstrated high level of attention to detail and accuracy;
4. Ability to work in a team environment including volunteers and guest artists/curators;
5. Possess a willingness to learn appropriate handling and presentation techniques of artworks and have the physical ability to assist with exhibition installation.
6. Hold a qualification in Visual Art, Education, Customer Engagement or Media/Marketing or have equivalent experience working in one of those areas.

Warwick Art Gallery - Public Programs Coordinator

Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

- Contribute to the efficient and effective functioning of the Warwick Art Gallery
- Support the Gallery Director in operating the Warwick Art Gallery for the benefit of the community and the arts.
- Produce, update, and maintain administrative documents.
- Demonstrate initiative, teamwork and attention to detail to constantly improve public program activities.
- Provide Gallery services to the community that are compatible with Southern Downs Regional Council cultural goals, plans, and policies, and the Warwick Art Gallery Strategic and Artistic Plan.
- Promote a positive and professional image of the Warwick Art Gallery at all times.
- Maintain the highest standards in interactions with fellow staff, volunteers and visitors.

Deliverables

- Exhibitions: assist with installs and demounts, coordinate the annual yarnbombed tree exhibition for Jumpers and Jazz in July
- Public Programming: develop and deliver programs that enhance the visitor experience, plan during term and holiday art programs for children
- Administration: maintain membership data and other contact files
- People: responsible for creating a sustainable and enjoyable volunteer program
- Governance: participate in the development and review of policy and strategic planning documents
- Promotion: responsible for monthly newsletter and Warwick Art Gallery website, contribute to the Gallery's social media platforms
- Career development: stay current with best practices in gallery public programming by participating in relevant training and attending conferences engagement

Organizational responsibilities

- Tasks allocated shall be performed to the agreed standards and in accordance with accepted Industry Standards, Quality Assurance standards, compliance with Workplace Health and Safety Act and other relevant legislative requirements.
- Performance indicators shall be aligned to the Warwick Art Gallery Strategic and Artistic Plan.
- Allocated tasks are to be completed in the agreed time-frames.
- Actively participate in planning and recommendation processes around allocated tasks and how they can continue to be optimised and evolved.
- Demonstrate a spirit of co-operation toward other employees, executives and volunteers in line with the Gallery's aims and objectives

Warwick Art Gallery - Public Programs Coordinator

Selection Criteria

1. Strong communication skills with the ability to build partnerships and relationships with all stakeholders and provide the best customer experience.
2. Possess and demonstrate excellent computer literacy, desk-top publishing and social media skills;
 - Essential skills: Microsoft Outlook, Word and Excel + Facebook + Instagram
 - Highly desirable skills: Adobe CC (InDesign, Illustrator, Photoshop) + website editing
3. Demonstrated high level of attention to detail and accuracy.
4. Knowledge and understanding of regional art, arts marketing and sector peak bodies.
5. Qualifications/Experience working in the Arts, Customer Engagement, Communication, Education or Media/Marketing

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