Position Description

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Position Title:	Public Programs Administrator
Reports To:	Gallery Manager
Direct Reports:	Casual workshop facilitators, volunteers and interns as directed
Award & Classification:	As per Letter of Engagement

About Cairns Art Gallery

Cairns Art Gallery Precinct is a cultural meeting point for northern Australia, where art shaped by Place connects with contemporary practice across Australia and the world. As a dynamic cultural campus across three heritage buildings, the Gallery cares for its Collection and delivers an annual program of exhibitions, public programs and community engagement. Grounded in Place, and in the cultures, histories and environments of northern Australia, the Gallery works with artists, Aboriginal and Torres Strait Islander communities, council, industry bodies, tourism partners and the broader public to connect art, ideas and people.

Position Objective

The Public Programs Administrator advances the Gallery's mission by planning, delivering and evaluating a dynamic annual program of public workshops, classes, tours and school programs, coordinating volunteers and community partnerships, and contributing to Gallery events, revenue and audience development.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.

Key Accountabilities

Program Planning & Development

- Liaise with the Gallery Manager to plan, cost and schedule an annual public programs schedule — including workshops, classes, tours and school programs — responsive to diverse audiences and aligned with Gallery strategic objectives.
- Forecast program costs and income, ticketing, and manage program budgets through Xero including purchase orders, invoicing and expenditure reporting.

Program Delivery & Facilitation

- Deliver and facilitate programs including guided tours, term-time and school holiday classes; coordinate teachers, visiting artists and speakers; and ensure venues, materials and logistics are ready for seamless delivery.
- Be available to teach or facilitate in the event of a teacher or facilitator being unavailable, and coordinate any cancellations, refunds or program changes in a timely and professional manner.
- Assist with Gallery events, opening functions and hirings as required, including after-hours duties, set-up and pack-down.

Volunteer & Community Coordination

- Assist with the Recruitment, induction, rostering and training of Gallery volunteers; liaise with schools, community organisations and external partners to build participation and work experience pathways.
- Assist with the volunteer database, tracking skills, availability, hours and rosters, and support volunteer recognition including the annual end-of-year event.
- Liaise with external organisations to encourage school bookings and community engagement with the Gallery's programs.

Administration & Finance

- Administer all aspects of program delivery including confirming teachers, booking venues, managing materials, and maintaining accurate and up-to-date program files and calendars.

- Administer tour bookings for schools and the general public including liaising with tour organisations, invoicing and confirming bookings.
- Create and distribute contracts to workshop teachers; follow up on signed contracts, invoices and supplier payments in a timely manner.
- Maintain a calendar and front of house reply signatures for upcoming programs and classes.

Evaluation, Promotion & Reporting

- Provide marketing with timely program content, images and participant data; liaise with teachers to collate promotional material and meet marketing deadlines.
- Prepare activity reports and post-program income and expenditure analysis; research sector trends and competitor programs to identify opportunities and inform planning.

People & Gallery Operations

- With the Gallery Manager, recruit, train and manage casual workshop facilitators, interns and volunteers, overseeing induction, training and day-to-day performance.
- Contribute to the broader functioning of the Gallery by assisting with reception, public enquiries, front of house and general administration as required.
- Perform other duties including facilitating special projects as required by the Director.

Selection Criteria

Essential

- Completion of a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.
- Experience teaching or facilitating art workshops, classes or educational programs.
- Sound knowledge of Australian art history and practice and the ability to apply this expertise within a museum and contemporary cultural context.
- Demonstrated knowledge and experience in educational programming, such as art education programs for secondary school students and other community groups.
- Demonstrated organisational and administrative skills including the ability to plan and prioritise tasks, meet deadlines and work as a member of a team.
- Well-developed written and verbal communication skills together with a proven ability to positively interact with a diverse range of internal and external stakeholders.
- A working knowledge of copyright law, Indigenous Cultural and Intellectual Property (ICIP) rights, and the moral and ethical rights of artists.
- Ability to supervise and train interns, volunteers, casual staff and contractors.
- Current Blue Card (Working with Children Check).
- Valid right to work in Australia.

Desirable

- Experience coordinating volunteers or managing community partnerships.
- Proficiency with Xero or similar finance and invoicing systems.
- Current First Aid Certificate (HLTAID011) or willingness to obtain.