

## Casual Exhibitions Installation Coordinator

The City of Fremantle – Fremantle Arts Centre periodically requires casual exhibitions install staff to assist with the staging of its ongoing exhibitions program.

This is a rolling recruitment period and applicants are encouraged to apply at any time.

Hours and requirements vary depending on current casual availabilities and exhibition install demand. Vacancies arise sporadically and we will be in touch only when these opportunities come up.

### Role Duties

- Work with the FAC Exhibitions Installation Coordinator to plan, implement and supervise the installation of exhibitions.
- Plan and prepare technical requirements of exhibition installations.
- Liaise with artists, curators and contractors as required.
- Purchase required install materials and equipment.
- Arrange freight of artworks.
- Receive, condition report and store artworks, adhering to artwork safeguarding practices.
- Supervise install staff during the install period.
- Record all spending for exhibition installs against the budget.
- Maintain the exhibition equipment and facilities, including the tool room, AV storage and art storage spaces.
- Ensure gallery signage, equipment charging and preparation is done prior to install.

### Eligibility

Applicants must:

- Possess the right to live and work in Australia.

- Demonstrate experience supervising casual technical exhibition staff.
- Demonstrate skills and experience with all technical areas of installing exhibitions in galleries.
- Excellent administrative, organisational and project coordination skills.
- Experience costing projects and working within budgets.
- Understand and practice occupational safety and health in a gallery install environment.

Desirable:

- Wood working skills and experience with power tools.
- Experience with installation and operation of audio-visual equipment.
- Tertiary qualification in arts or similar.

**How to Apply**

Please send a brief cover letter and CV (max. 2 pages) in Microsoft Word or PDF format to Installations Coordinator Tom Freeman at [tomf@fremantle.wa.gov.au](mailto:tomf@fremantle.wa.gov.au).