



## Public Engagement & Events Officer

**Job no:** 496783

**Work type:** Fixed term / Full time

**Location:** Sydney, NSW

**Categories:** Administration, Student Services, Marketing / Communications

- **One of Australia's leading research & teaching universities**
- **Vibrant campus life with a strong sense of community & inclusion**
- **Enjoy a career that makes a difference by collaborating & learning from the best**
- **At UNSW, we pride ourselves on being a workplace where the best people come to do their best work.**

### About the role

- **\$85k - \$91k plus 17% superannuation and leave loading**
- **2 year Fixed Term Contract**
- **Full time (35 hours per week)**
- **Based at UNSW Paddington campus**

UNSW is seeking a dynamic individual to shape the visitor experience at UNSW Galleries through a diverse range of public engagement and education initiatives featuring leading thinkers and practitioners from a range of fields. The Public Engagement & Events Officer will be responsible for conceiving and developing opportunities that complement the UNSW Galleries exhibition program in collaboration with the Executive team, while also assisting with the delivery of public events at UNSW Art & Design. This position is hands-on in a small team, and the Public Engagement & Events Officer will be expected to work across all aspects of planning and delivery. The role involves some evening and weekend tours as required.

### About you

To be successful in this role you will be enthusiastic, organised, performance driven, and able to work flexibly within a team. You will have:

- Possession of a relevant qualification from a tertiary institution in the areas of Art History, Education, Visual Arts, Arts Administration or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated knowledge and experience within an art gallery or cultural organisation environment devising and delivering innovative and engaging public programs, education or community engagement activities including planning and technical delivery.
- Experience in successfully managing and delivering events within budget for a range of stakeholders including organising and promoting exhibition openings and launches, conferences and other related programs to target audiences.
- Strong communication and interpersonal skills with the capacity to work autonomously or as a member of a team in a flexible and resourceful manner, including the ability to work under pressure in a changing and fast paced environment whilst displaying the professional qualities of integrity, initiative and reliability.
- Understanding and proven skills in marketing, social media and digital engagement strategy to promote events and to develop audiences and community engagement in the arts, design and cultural sector.

You should systematically address the selection criteria listed within the position description in your application. Please apply online - applications will not be accepted if sent to the contact listed.

UNSW Galleries encourages applications from people of culturally and linguistically diverse backgrounds; women, people with disability; people who identify as LGBTIQ; and people of Aboriginal or Torres Strait Islander descent.

### Contact:

Kelly Doley

Deputy Director, UNSW Galleries.

E: [kelly.doley@unsw.edu.au](mailto:kelly.doley@unsw.edu.au)

**Applications close: Thursday 16th May 11.00pm AEST**

**Find out more about working at UNSW at [jobs.unsw.edu.au](http://jobs.unsw.edu.au)**

**UNSW is an equal opportunity employer committed to diversity**

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