



EXHIBITIONS COORDINATOR

ACMI is the museum of screen culture. Navigate the universe of film, TV, videogames and art with us. ACMI celebrates the wonder and power of the world's most democratic artform – fostering the next generation of makers, players and watchers. ACMI's vibrant calendar of exhibitions, screenings, commissions, festivals, and industry and education programs explore the stories, technologies and artists that create our shared screen culture.

We have an exciting full-time ongoing role for an Exhibitions Coordinator to join our Exhibitions & Touring and Curatorial Teams. The Coordinator manages administrative workflow across the teams plus provides administrative support to the Director of Exhibitions & Touring and Chief Curator. The role supports the delivery of on site and touring projects. Reporting to the Director of Exhibitions & Touring, the Coordinator supports the delivery of on site and touring projects, manages relationships with stakeholders and facilitates group planning.

Our ideal team member will have experience providing executive level administrative and operational support in a cultural organisation. You will have a demonstrated track record in financial administration and using contemporary office communication technologies. With strong organisational and project management skills you will be able to confidently prioritise activities managing competing demands and deadlines. A skilled relationship builder your excellent communication and negotiation skills enable you to solve problems and manage stakeholder expectations.

If successful, you can expect to become part of a talented, committed and creative team of people with a passion for screen culture. This Grade 3 full-time ongoing role has a starting salary of \$68,884 plus super.

To apply follow the online application process [here](#), submit your resume and a cover letter detailing why you are interested in the role (no more than one page please).

Applications close: **Wednesday, 15 September 2021 at 11:59pm**

Please note interviews will be held on **Tuesday 21 September 2021**

ACMI is a child safe workplace and actively promotes the safety, wellbeing and inclusion of all children from all backgrounds. ACMI is an equal opportunity employer, committed to building an inclusive workplace that supports diverse thinking and innovation. ACMI encourages applications from First Nations People, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community. If you need assistance or an accommodation due to a disability, please contact us at peopleandculture@acmi.net.au or 03 8663 2200