



EXHIBITIONS PROJECT 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.

Join our creative and dynamic Exhibitions & Touring Team, in this full time ongoing role, as an Exhibitions Project Coordinator. Reporting to the Exhibitions Manager, the Exhibitions Project Coordinator delivers logistical and design aspects of ACMI's ongoing exhibition programme and permanent exhibition. To successfully deliver exhibition programs the role works collaboratively with stakeholders across ACMI and externally including curators, designers, exhibition install teams, external contractors, artists and institutional lenders.

Our ideal team member will be experienced delivering quality exhibitions including exhibition planning and development in a public exhibition or museum display environment. 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. You will either hold a Construction Induction White Card holder (Prepare to Work Safely in the Construction Industry course code CPCCWHS1001) or be able to undertake training to obtain one.

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 3.2 role is offered on a full time ongoing basis with a starting salary of \$82,101 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: **Sunday 14 August 2022 at 11:59pm.**

Please note interviews will be held on **Friday 19 August 2022.**

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, people from the LGBTIQ+ community and all sectors of the community. Please contact us at peopleandculture@acmi.net.au or 03 8663 2200 to discuss making adjustments to the recruitment process for your accessibility requirements.

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. Work eligibility will be checked as part of the recruitment process.