



PUBLIC EDUCATION & INDUSTRY PROGRAMS 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.

ACMI has a full-time fixed term opportunity for you to join our Public Education & Industry Programs (PEIP) team as a Coordinator. The PEIP Team engages diverse audiences with ACMI's work through meaningful access to a wide range of screen content and experiences. In this role you will provide business administration and program coordination support to the Head of ACMI X & Public Programs, the Head of Education and the PEIP Team. Collaborating and liaising with stakeholders you will deliver a variety of support services to a creative and flexible team.

Our ideal team member has experience in office management and providing administrative support. 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 role is offered on a full-time fixed term basis for 12 months, with a starting salary of \$72,751 pro rata plus allowances and super.

To apply follow the online application process [here](#), submit your resume and a brief video (2 minutes or less) introducing yourself, outlining your experience and why you're interested in the role. Please include the link for your video at the start of your resume (we recommend using the video sharing platform loom.com to create this).

Applications close: **Wednesday 6 July 2022 at 11:59pm.**

Please note interviews will be held on **Tuesday 12 July 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 <mailto:peopleandculture@acmi.net.au> or 03 8663 2200 to discuss making adjustments to the recruitment process for your accessibility requirements.

For on-site roles the successful candidate will need to provide their vaccination information in accordance with the government's Mandatory Vaccination Directions. Please speak to us if you have any questions about this based on your individual circumstances. 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.