



Central
CRAFT

Central Australian Territory Craft Inc.
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AUSTRALIAN CERAMICS TRIENNALE 2022 – PROJECT OFFICER

JOB DESCRIPTION

The Australian Ceramics Triennale is a landmark industry event bringing together artists, educators, theorists and collectors from around the country to interrogate the field of contemporary ceramic practice.

The Triennale is structured around a 4-day conference across three key venues including presentations, panel discussions, workshops and demonstrations and a marketplace; and accompanied by a suite of local exhibitions, masterclasses and bespoke art/cultural tours and experiences in a range of locations across Alice Springs. It is anticipated to attract upward of 500 delegates to Central Australia.

Central Craft is hosting this key industry event and requires a part-time Project Officer to work closely with the Director and Administration Assistant to ensure its successful delivery.

CORE DUTIES

- Work with Central Craft Director and Triennale Steering Committee to finalise list of presentations, workshops and demonstrations for core conference program
- Liaise with community partners to finalise program of exhibitions, masterclasses and bespoke tours/cultural experiences
- Secure presenter commitment and organise any necessary travel and accommodation
- Manage dedicated website including sourcing and uploading presenter bios/pics and presentation abstracts and information about related ticketed events and opportunities
- Monitor delegate bookings and field conference enquiries
- Liaise with conference venues to ensure delivery of on ground logistics including AV support, staffing, security and COVID planning
- Produce conference ephemera
- Liaise with Administrative Assistant to identify and manage group of volunteers
- Work with Administrative Assistant to liaise with stall holders and manage marketplace

HOURS OF WORK: Part-time – 24 hours per week

CONTRACTED PERIOD: Mid August 2021 – Mid August 2022 (52 weeks)

SALARY: \$50,000 in accordance with NAVA Awards
9% Superannuation
10 days sick leave (pro-rata)
4 weeks annual leave (pro-rata)

RESPONSIBLE TO: Director, Central Craft

LOCATION: Central Craft Offices Alice Springs

SELECTION CRITERIA

Essential

1. High level of written and oral communication skills with the ability to establish networks and build relationships with diverse stakeholders.
2. Strong interpersonal and liaison skills and the ability to work collaboratively.
3. High level of initiative, motivation and capacity to achieve sound standards of work without daily supervision.
4. Project management experience with the ability to work across multiple deadlines
5. Demonstrated organisational and time management skills

Desirable

1. Interest or experience in the arts and/or ceramics practice.

APPLICATIONS CLOSE: Friday 16th July 2021