

Events and Venue Hire Coordinator

Background Information

About ACCA

ACCA is Australia's premier centre for international and local contemporary visual art. It delivers five annual exhibition seasons, along with innovative education programs for schools and associated public talks and artists' workshops.

Designed by Melbourne based architects, Wood Marsh, ACCA's distinctive steel building opened its doors to the public in October 2002. Since its inauguration it has received popular and critical acclaim nationally and internationally and attracted a loyal and growing audience.

ACCA presents the work of living Australian and international artists and does not acquire artworks. The gallery's key focus is commissioning new work at a high level. It works with some of the world's best artists and has developed a reputation as a launch pad onto the international scene for outstanding young Australian artists.

ACCA is free to the public and open seven days. Its visitor numbers continue to grow every year and it actively seeks out new audiences through a range of public programs. Over 15,000 students and teachers access ACCA's education programs every year. ACCA's Public programs include a range of stimulating artist lectures and talks, guest lectures and ancillary programs designed to inspire and engage the general public with contemporary art and ideas.

ACCA receives 45% of its annual operating budget from government funding with the remaining funds raised through grants, donations, trusts, earned income and corporate support. ACCA employs a core team of around 20 staff and is governed by a board of directors.

Events and Venue Hire at ACCA

A range of events are hosted by ACCA throughout the year for its stakeholder groups. These include VIP events and launches for ACCA supporters, fundraisers including an annual interstate or overseas art tour, special dinners and other tailored events for donors and supporters, and exhibition openings for the general public. In addition ACCA organizes occasional events for its corporate partners as part of sponsorship benefits.

ACCA also hires out parts of its glamorous building to external clients throughout the year. The revenue generated from venue hire supports its artistic activities. Whilst ACCA does not have a self contained, designated space for this purpose, it works to accommodate requests around its core business of public exhibitions. ACCA's distinctive foyer space is available for evening functions at most times, and the whole gallery, including exhibition spaces can be

accommodated between exhibitions from time to time. Venue hire remains an important component of ACCA's income generation, with annual income targets.

The Post

ACCA is seeking an experienced event manager, with at least 2 years working in an equivalent environment. The successful applicant will develop ACCA's events and hospitality program in consultation with the Executive and Development team. They will coordinate all aspects of event management and liaise with exterior clients in all details of venue hire.

You have a flair for creating perfectly tailored, smooth running events for a range of stakeholders. You are a hard working and motivated person with meticulous attention to detail and protocol. You are a team player and an energetic self starter with the ability to co-ordinate and efficiently manage a variety tasks under pressure.

Ideally you have already worked in a smaller gallery, festival or arts organization and are looking for your next challenge in a more ambitious environment. Or you have been in an assistant role in a larger organisation, and now want to step up to a more responsible post as a key member of ACCA's development team.

The Professional Context

ACCA has a lean, committed and multi-skilled core staff team working across the areas of exhibitions, education, administration, development and visitor services. The organization is managed by the Executive Director alongside the Artistic Director who oversees artistic programming. ACCA also engages a team of casual and contract staff who work as invigilators, crew and weekend front of house and a large pool of volunteers who assist with front of house and reception duties, events, mailouts and other administrative and installation tasks.

ACCA's active and distinguished Board of Directors is chaired by eminent businesswoman and philanthropist, Naomi Milgrom AO.

The Events and Venue Hire Coordinator will report directly to the Executive Director. The position is part of a Development team of three, working alongside a Philanthropy Manager and a Corporate Partnerships Manager. The responsibilities associated with the post are outlined in further detail in the Position Description.

The Events & Venue Hire Manager works closely with all members of the ACCA staff.

For further information call Executive Director, Kay Campbell on 03 9697 9999 or visit ACCA's website: [www: accaonline.org.au](http://www.accaonline.org.au)

Applications should be emailed to: astuart@accaonline.org.au

Applications should consist of a brief covering letter **addressing the selection criteria** along with a recent Curriculum Vitae.

Applications should be sent by email. No responsibility can be taken for applications not addressed as designated above.

Additional printed material may be sent at your discretion, but we cannot guarantee that it will be returned to you. Please note that no late applications will be accepted.

Closing date: 9am Tuesday 9th March 2010