



Job Description

Art Development Coordinator

(Parental Leave cover)



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Art Development Coordinator



Position Title:	Art Development Coordinator
Reports to:	Art Development Manager
Direct Reports:	Nil
Employment Status:	1 year fixed term parental leave cover (10 Aug 26)
Hours Per Week:	0.9 FTE
Award Classification:	Level 4 of the SCHADS Award
Salary Range:	\$92,285 per annum + super (pro rata) with salary packaging available

About The Torch

The Torch is a not for profit Aboriginal-led arts organisation that provides art, cultural and arts industry support to First Nations people incarcerated across Victoria.

The core business of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's legal system through its Statewide Indigenous Arts in Prisons and Community Program.

Our vision is to support First Nations people to reclaim cultural connections through art and cultural practice. This includes personal and community healing and empowerment, economic elevation, and providing a sense of purpose.

About The Role

The Cultural Activations Coordinator manages artist-led cultural engagements, including workshops, speaking engagements, commissions, activations, and fee-for-service projects. This role drives opportunities for artists to connect with audiences, generate income, and share cultural knowledge.

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Key Responsibilities

Cultural Activations

- Develop quotes, invoices, and client communications
- Event manage activations including workshops, talks and pop-up exhibitions
- Coordinate artists to attend cultural activations providing briefs, coordinating timesheets and payments via Operations Manager
- Coordinate in-house cultural activations in collaboration with Exhibition Manager and Art Manager (i.e. weaving workshops at Confined)
- Maintain a schedule of offerings with pricing, processes, and marketing.
- Review and enhance Cultural Activations pricing structures when needed

Commissions

- Manage commissioned artworks and ensure client deliverables are met.
- Provide quotes and invoices to commissioning clients
- Support artists to deliver commissions on schedule

Licensing

- Manage RAP licensing packages, including artwork licensing and cultural activations

Artwork Leasing

- Manage artworks on loan to external organisations
- Strategic Growth & Partnerships
- Develop new pathways for artists to share and sell work beyond traditional exhibitions.
- Build partnerships with organisations/companies to expand activation opportunities.
- Contribute to strategic planning and organisational discussions.

Other:

- Provide in-person and phone support to participants
- Price new artworks
- Develop and foster positive relationships with participants
- Other duties as directed by the Art Development Manager and CEO

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KEY SELECTION CRITERIA

- Commitment to Community Development: Highly motivated to achieve impactful outcomes for the Aboriginal and Torres Strait Islander community and knowledge of Aboriginal art and/or experience working with an Aboriginal community.
- Retail/Sales Experience: Proven track record in a retail or sales environment, demonstrating a strong understanding of customer interactions and sales processes.
- Communication Skills: Exceptional written and verbal communication skills with the ability to effectively engage with a diverse range of stakeholders and clients.
- Organisation: Excellent organisational abilities with a demonstrated track record of setting goals, prioritizing tasks, and meeting deadlines consistently.
- Attention to Detail: High level of attention to detail, ensuring accuracy in all aspects of work, from data entry to artwork management.
- CRM Experience: Proficiency with Customer Relationship Management (CRM) systems such as Salesforce, with a solid understanding of database management and customer interaction tracking.
- Computer Proficiency: Skilled in using Microsoft Office Suite (Word, Excel) and managing email correspondence efficiently.
- Collection Management: Hands-on experience in collection management, including registration, inventory control, tracking item movement, and adherence to handling procedures.
- Adaptability: Ability to be flexible and adaptable within a small team environment, with a proactive approach to managing changing priorities and tasks.

Desirable skills

- Experience curating exhibitions, managing events
- Experience working in a not for profit or small community organisation.
- A full Drivers' License.

Application Detail

To apply, send your resume and a 2 page cover letter to Operations Manager Kymbal McGrath.

Applications due 5pm, 8th July 2026.

To have a confidential conversation about this role, contact Kymbal McGrath during office hours on 0499 805 412.

Artwork Detail:

Bunjil's Shelter, 2025. Flick Chafer Smith
Ngarindjeri Peoples. Acrylic on canvas.