



Job Description

Gallery Coordinator





ABOUT THE TORCH

The Torch is an Aboriginal-led non-profit organisation supporting First Peoples in Victoria through art, culture, and creative practice.

At the heart of our work is the Statewide Indigenous Arts in Prisons and Community Program, which uses art and cultural practice to support First Peoples to strengthen cultural connections, build confidence and purpose, and create pathways for personal, community, and economic development.

Our work responds to the over-representation of First Peoples within the legal system and recognises the critical role that culture and creativity play in healing, empowerment, and connection.

ROLE AT A GLANCE

Position: Gallery Coordinator

Reports to: Art Manager

Employment: Permanent, 0.8 FTE

Classification: Social and Community Services Employee Level 3, Pay Point 1 under the SCHADS Award

Remuneration: \$64,005.34 per annum at 0.8FTE + super + salary packaging



THE OPPORTUNITY

As Gallery Coordinator, you will play a key role in ensuring The Torch Gallery remains a professional, welcoming, and culturally safe space.

This practical and varied role spans front-of-house engagement, artwork and product sales, online shop operations, artwork handling and logistics, gallery administration, and exhibition support.

You will work closely with First Peoples artists, program participants, supporters, customers, and visitors, alongside the Art Manager, Gallery Coordinator Lead, Collections Coordinator, and the wider Art Team.

Our work responds to the over-representation of Aboriginal and Torres Strait Islander people within Victoria's legal system and recognises the important role that culture and creativity can play in healing, empowerment and connection.

Download the [Gallery Coordinator Position Description](#) (PDF).

WHAT YOU'LL BE DOING

Gallery and Customer Experience

- Provide a friendly, professional, and informative experience for visitors and community members contacting The Torch Gallery.
- Respond to artwork and product enquiries, assist customers, and conduct gallery sales appointments.
- Process sales, invoicing, and secure packaging of sold artworks and products for dispatch or collection.
- Support gallery opening hours and peak exhibition periods.

Artwork and Gallery Operations

- Support the day-to-day operation of the online shop, coordinating artwork uploads and maintaining accurate information.
- Assist with artwork stretching, handling, storage, and condition monitoring.
- Support exhibition preparation, installation, and deinstallation.
- Maintain artwork displays throughout The Torch Gallery and office spaces.

Participants and Team Engagement

- Work respectfully and collaboratively with program participants, including First Peoples undertaking Art and Gallery Support roles.
- Provide reception and general administrative support.
- Assist the wider Art Team during high-volume periods, exhibitions, and sales logistics.

Note: Some after-hours and weekend work is required during exhibition periods.

Job Pack

Gallery Coordinator



ABOUT YOU

Essential Attributes & Skills

- **Cultural Safety:** Demonstrated understanding of cultural safety and the ability to work respectfully and effectively with First Peoples.
- **Customer Focus:** Enjoy working with people and delivering warm, professional customer service.
- **Organisation:** High attention to detail with the ability to manage competing priorities and complete accurate work.
- **Digital Literacy:** Comfortable using digital systems, databases, and Microsoft Office.
- **Physical Capability:** Comfortable with the physical aspects of gallery work, including handling, packaging, and moving artworks, as well as spending periods of the day on your feet.

Desirable

- Knowledge of First Peoples art and experience working with First Peoples communities.
- Experience in retail, sales, customer service, artwork handling, collections, or inventory management.
- Experience in a not-for-profit or community organisation.
- Current Driver Licence.

Application Detail

To apply, send your resume and a 2 page cover letter to Operations Manager Kymbal McGrath. Email: work@thetorch.org.au

Applications due Sunday 13 September 2026 11:59pm

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

Download the [Gallery Coordinator Position Description \(PDF\)](#).

Artwork Detail:

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