

Adelaide Contemporary Experimental

Position Description: Education and Studios Coordinator (First Nations)

January 2025

This is an identified position for an Aboriginal or Torres Strait Islander person.

Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Anti-Discrimination Act 1997.

Position Title	Education and Studios Coordinator
Terms of Contract	The Education and Studios Coordinator position is a part-time (0.8 FTE)
Reporting Structure	Reporting to the Artistic Director and Executive Director, ACE Direct reports - artists, volunteers and interns
Key Relationships	Internal: Board, Staff, Volunteers, Artists External: Collaborative Program Partners, External Contractors
Location	The position is located at ACE, Lions Arts Centre, North Terrace (West End), Kurna Yarta, Adelaide SA 5000
Hours	This is a part-time position – 0.8 FTE. Normal office hours are Tuesday to Friday 9am–5pm. There will be a requirement to work out of hours to support programs and attend ACE events. There will be a requirement to occasionally work additional hours which will accrue TOIL.
Salary range	\$70,000 - \$75,000 FTE per annum plus superannuation.
Other Information	A current satisfactory Working with Children Check is required.

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About ACE

Located in Adelaide's iconic Lion Arts Centre precinct, Adelaide Contemporary Experimental (ACE) is South Australia's leading independent contemporary arts organisation, proudly supporting artists to imagine, develop and showcase art on Kurna Yarta (Kurna Country).

Established through the merger of the Contemporary Art Centre of South Australia (CACSA) and the Australian Experimental Art Foundation (AEAF) in 2017, ACE builds upon the legacy of over 100 years of leading experimental arts activity in South Australia.

Through exhibitions, studios, live programs, education and professional development opportunities, ACE is a space for artists and audiences to explore, reflect on and connect with contemporary and experimental art.

About the Studio Program

Each year ACE hosts three fully-supported, rent-free studios to South Australian artists at determining moments in their careers through our annual Studio Program. The well-proportioned studios, together with kitchen and break-out facilities, form a social, active and supported workplace for artists and creative practitioners. As part of the Program, studio artists receive professional development, including studio visits with leading local, national and international curators. Please note that the studios are non-residential.

In 2025, ACE will introduce the short-term studio artist program, where artists will be provided with a rent-free studio for a maximum of three months. These residencies are delivered in partnership with other arts organisations, including Country Arts SA, Helpmann Academy, and Perth Institute of Contemporary Arts.

About Future Studios

Future Studios is a free program that promotes visual arts training and employment pathways in the arts and provides practical industry experiences to Aboriginal visual arts students in years 10 - 12.

Situated alongside the annual and short-term ACE Studio Program artists are the studios that will host the young artists. The proximity to the ACE Studio Program provides the opportunity for the young artists to work alongside the professional ACE studio artists and witness how they spend their time in their studios to better understand the nature of studio practice.

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The partnership aligns with the Aboriginal Pathways (SPC - DfE) Arts Program. They provide the financial support essential to the delivery of the program; curriculum support so students can gain SACE credit, and support in recruitment of students to the program.

Position Overview and Objectives

The Education and Studios Coordinator will work alongside the Artistic Director and Executive Director to deliver ACE's Education and Studio Programs.

The Education and Studios Coordinator will be responsible for the delivery of ACE's education program including the development of written education resources that align to the Australian Curriculum and ACE's Artistic Program, communication with educators, development of online resources, education tours, and delivery of artist-led programs for students and educators.

The Education and Studios Coordinator will also be responsible for delivering the Studio Programs, including our annual and short-term studio residency program and Future Studios: Aboriginal Pathways Program that is delivered in partnership with the Department for Education Aboriginal Pathways Directorate. For ACE's annual and short-term residencies this will include supporting artist call-outs, selection of artists, artists contracts, artist inductions, managing the schedule of visiting curators, and supporting artists throughout their residencies. For the Future Studios program this will include supporting recruitment of students, delivery of the week-long intensives, delivery of professional development and tertiary pathways programs, supporting students to apply for presentation and development opportunities, SACE reporting requirements, general program support for students, and delivery of the Future Studios exhibition at the end of each year.

As part of ACE's commitment to educating all audiences, the Education and Studios Coordinator will also support ACE's cohort of volunteer Gallery Attendants and Tour Guides, including supporting them to give education tours.

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Key Responsibilities

Education	<ul style="list-style-type: none">- Issue contracts for artists, speakers, curators and other participants in the Education Program as required- Arrange travel and accommodation for artists, speakers, curators and other participants in the Education Program as required- Work with the Artistic Director to interpret the artistic program into education resources- Work with relevant staff and external contractors to develop online education resources including written and video documentation- Work with marketing staff to coordinate, maintain and update the education resources on the ACE website- Work with marketing staff to draft monthly educator EDMs- Coordinate and set up technical equipment, including seating, tables, and audio visual equipment for all education programs- Facilitate the documentation and recording (audio and/or video) of education programs for online platforms and reporting- Supply marketing staff with relevant text, images and logos pertaining to all education programs- Work with the Executive Director on identifying and researching new partnerships for the Education Program- Provide training to the Gallery Attendants and Tour Guides in order for them to confidently give education tours
Studio Management	<ul style="list-style-type: none">- Administer the open-call studio application process- Coordinate the intake of studio artists and residencies, including induction and contracting- Engage with studio artists through regular dialogue and studio visits- Develop and implement professional development activities with studio artists- Facilitate studio visit schedules for visiting curators and other arts professionals (in consultation with the Artistic Director and any relevant partners)- Coordinate maintenance works in the studio complex as required- Contribute to funding applications and acquittals that support the Studio Program- Support research into potential partnerships to support the aims of the Studio Program- Support fundraising activities related to the Studio Program- Support program partner relationships and reporting

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Future Studios

- Work with designated Department for Education Aboriginal Pathways staff to ensure program support and engagement for students.
- Work closely with the Executive Director to identify and establish partnerships with tertiary institutions, arts organisations, and businesses to ensure greater program outcomes
- Develop and deliver information resources about the program
- Develop and deliver professional development workshops
- Establish partnerships with tertiary providers, develop and deliver information about tertiary pathways, and facilitate tours of tertiary campuses
- Support students in applying for additional development and presentation opportunities, e.g Our Young Mob
- Plan and deliver the week-long studio intensives
- Work with artists employed in the program and ensure Working with Children Checks are in place
- Support students in the development of their artworks for the Future Studios exhibition
- Establish networks with other relevant partners in the delivery of the program, e.g Country Arts SA, Ku Arts

Note: The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position of this level.