

## Visual Art Studio Coordinator

### POSITION DESCRIPTION

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| <b>Job Title</b>      | Visual Art Studio Coordinator  |
| <b>Reporting to</b>   | Creative Director  |
| <b>Direct Reports</b> | Team Leaders and Art Support Workers,                                    |
| <b>Location</b>       | Brighton, South Australia  |
| <b>Award</b>          | Social, Community, Home Care and Disability Services Industry Award 2010 |
| <b>Classification</b> | Social and Community Services Employee: Level 5                          |

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### About Tutti Arts

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodivergent people.

Tutti is a multi-arts organisation who believe in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs.

### Role Purpose

The Visual Art Studio Coordinator is responsible for the development and delivery of high quality, accessible and stimulating Visual Arts programs at Tutti Arts and ensuring artists are supported to make their art and develop their professional capacity.

The Visual Art Studio Coordinator manages a team of staff to implement programs, projects and practice across three studios (Brighton, Port Adelaide and Barossa) in line with Tutti's Strategic and Creative Plan, and Tutti's commitment to contemporary arts practice.

The position requires a combination of leadership, creative, organisational and technical skills to develop and implement programs and projects.

### Reporting Relationships and Key Stakeholders

The Visual Art Studio Coordinator reports directly to the Creative Director and works closely with other program coordinators and stakeholders which may include but not limited to the Executive Director, Team Leaders, Other art form coordinators, Art support staff, participants, and guest artists.

## Leadership

- Responsible for the quality of all Tutti Visual Art programs
- Lead and mentor staff team to develop and maintain standards of excellence in delivering programs
- Manage staff, including annual performance reviews for all staff that directly report to this position.
- Support and coordinate student and volunteer placements.
- Ensure a presence in studio programs to build and maintain relationships with staff and Tutti Artists
- Create a fun team environment.
- Lead a cohesive, high functioning team and address conflicts or concerns
- Promote the work of learning disabled and neurodivergent artists
- Provide monthly reporting on Tutti Visual Arts.

## Program Development

The Visual Art Studio Coordinator will:

- Be responsible for the overall development of Visual Arts Programs at Tutti.
- Ensure that Tutti artists are exposed to and experiment with a range of visual art forms including digital
- Ensure consistency in process and methodology across programs and sites to ensure best practice
- Develop and grow entry level, specialist programs and where appropriate 1;1 mentoring opportunities.

## Artist support

The Visual Art Studio Coordinator will:

- Work with Studio Team Leaders to ensure:
  - that accurate artist/participant progress notes files are kept
  - that goal setting is undertaken at least twice yearly with artists attending programs of 3 hours or more
  - a clear program plan is communicated to support artists' goals within individual programs
  - that artists receive the support outlined in their individual support plan.
  - Communication occurs with participants, advocates, and families regarding goal plans and program support needs.
- Review work produced in program and coordinate artist review and feedback sessions.
- Organise artist contracts as required

## Projects and Opportunities

The Visual Art Studio Coordinator will:

- Communicate with participants, advocates, and families regarding art projects.
- Manage budgets related to visual art projects.
- Manage a calendar of exhibitions and activities for the year, and work with staff to manage curation
- Assist Creative Director and Arts Manager to identify grant opportunities, develop funding submissions and prepare program and project acquittals.
- Build relationships to develop partnership and collaboration opportunities
- Works with Creative Director to prioritise key projects for the year
- Work on the development of a Design Studio at Tutti.
- Ensure that creative projects incorporate best practice.
- Work with marketing regarding promotion of artists, exhibitions and events

## Program Administration

- Manage overall budgets for the Visual Arts Programs.
- Manage financial decisions related to programs and any relevant projects.
- Manage resources, materials, and equipment ensuring WHS compliance and safety.
- Support the Visual Arts Studio Team Leader to fulfill the administration and communication requirements of the program
- Oversee staff rostering for the Visual Art Programs
- Manage the required induction process for new staff, participants, and volunteers
- Ensure process and systems for storage of artwork
- Develop systems for art work sale.

## General Duties and Responsibilities

- Accept and model Tutti values
- Demonstrate knowledge of Tutti policies and procedures and relevant legislation.
- Embed National Disability Insurance Scheme (NDIS) quality standards into practice and culture
- Develop and maintain industry connections in both the arts and disability sectors.
- Lead a work environment that is free of discrimination, harassment, and bullying
- Undertake relevant training as required
- Attend Tutti co-ordinator, staff meetings and training days

## Other Duties/Special Requirements

- Some out of hour's work may be required, including attendance at Tutti exhibitions and events.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director or the Executive Director.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

## Tutti Workplace Requirements

All employees must:

- Conduct their duties in accordance with Tutti's, Vision, Purpose, and Values
- Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compulsory training as directed from time to time.
- Actively participate in performance reviews.
- Maintain a satisfactory work clearances as required by Tutti.
- Be willing to work reasonable additional hours to meet specific role requirements.

## Work, Health, and Safety

All employees must:

- Understand and follow Tutti's safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Immediately report to their line manager or a member of the senior team any accidents, potential risks, or hazards observed.
- Ensure all mandatory training is completed and up to date.
- Ensure that the health and safety of themselves, staff, participants, students, volunteers, participants are not put at risk.
- Be aware of their own health and wellbeing and attend the workplace in a fit state to conduct their duties.
- Ensure that the health and safety of themselves, staff, participants, students and volunteers

## Key Selection Criteria

| Essential  | Desirable   |
|--|---|
| <b>Education / qualifications/</b><br>Professional experience Visual Arts<br>Tertiary Visual Arts training or equivalent | <b>Education / qualifications</b><br>Certificate 3/4 in Disability Work or<br>equivalent/relevant work experience |

## Coordinator Visual Arts

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| <p>Nationally Accredited First Aid Certificate</p>  | <p>Maintains own professional practice</p> <p>SA Drivers license</p>  |
| <p><b>Experience</b></p> <p>Experience in working collaboratively with other artists and arts organisations</p> <p>Demonstrated ability to lead and build effective teams</p> <p>Supervision of employees, establishing and monitoring work outcomes</p> <p>Experience in successfully delivering Visual Art programs</p> <p>Experience in organising exhibitions and curation</p>  | <p><b>Experience</b></p> <p>Experience working with learning disabled and neurodivergent individuals.</p> <p>Experience working on major projects in the community and mainstream arts or disability arts sectors</p> |
| <p><b>Skills</b></p> <p>Ability to effectively communicate to participants, their families, and advocates</p> <p>Ability to resolve conflict between individuals</p> <p>Ability to manage competing priorities</p> <p>Proficient in Microsoft outlook</p> <p>Ability to work without direct supervision</p> <p>Ability to generate solutions and adapt to avoid delay to programs</p> <p>Strong administrative and organisational skills</p> <p>Strong collaboration skills ability to work inclusively and appreciate diversity of skills.</p> | <p><b>Skills</b></p> <p>Group work/facilitation skills</p> <p>Ability to work effectively as a member of a team and work independently in a range of settings</p>   |
| <p><b>Knowledge</b></p> <p>Social Model of Disability</p> <p>Detailed knowledge of program activities and work practices relevant to work area</p> <p>Budget/ financial management</p>  | <p><b>Knowledge</b></p> <p>NDIS</p> <p>Grant applications</p> <p>Disability Justice Movement</p> <p>Disability Allyship</p>   |

**Coordinator Visual Arts**

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| <p><b>Personal Attributes</b></p> <p>Exhibits personal drive and professionalism</p> <p>Effective communication skills with participants and stakeholders</p> <p>Ability to manage competing priorities and multi-task</p> <p>Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values</p> <p>Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary</p> |  |
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Employee Signature \_\_\_\_\_  
[Name]

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_  
[Name]

Date \_\_\_\_\_