

WATCH THIS SPACE Casual Employee

ARTIST RUN INITIATIVE Watchthis
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Position Description: Gallery Assistant

Approximately 10 hours / week. \$26 / hour.

About Us

The only contemporary experimental art space in Central Australia, Watch This Space has played a critical role in the creative ecology of Mparntwe/Alice Springs over the past 24 years. WTS works to be a catalyst and conduit for conversations and experiments in the always-evolving languages of art. It supports contemporary art dialogue in the region both inside and outside a gallery space, encouraging, nurturing and promoting Central Australian and visiting artists. WTS is an ARI hub where studio artists and exhibiting artists intersect, housing a diversity of creative practices.

WTS employs a Coordinator and specific project officers, supported by a Board of Management and Curatorial Committee that includes long term members holding a depth of historical knowledge about the ecology underpinning an arts practice in Central Australian contexts. The Coordinator reports directly to the Management Committee at monthly meetings and on an as-needed basis. The Coordinator works closely with the Chair, Treasurer and Secretary to deliver the aims and objectives of the organisation as well as the annual Creative Program. The Casual Gallery Assistant is responsible for fulfilling a range of important administrative tasks set by the Coordinator and Management Committee.

Ideal Candidate

- Interest in contributing to development of artistic community of Alice Springs
- Engagement with contemporary arts practice
- Ability to work unsupervised, use initiative, and be flexible
- Ability to engage a diverse range of people
- Positive attitude

Required Skills

- Ability to effectively and respectfully communicate with stakeholders, community members, and artistic networks using a range of mediums, including phone, email, and face-to-face.
- Proficient with a range of computer programs including Word and Excel.
- Ability to promote events, exhibitions, artists and workshops to different audiences
- High level organisational skills

Duties

Assisting the Watch This Space Coordinator in:

- Maintaining and updating the Watch This Space website and social media platforms, including Facebook, Twitter, Instagram.
- Managing and responding to mail, emails, telephone enquiries, and drop in visitors
- Maintaining membership database and helping to engage new and existing members
- Organisation of exhibitions and events
- General office administration and maintaining daily operations of the WTS premises

Desirable: Responsible Service of Alcohol Certificate, Driver's Licence and/or own vehicle

To apply for position please send **Cover Letter** (max. 1 page) and **CV** to wts@wts.org.au by **midnight 17th September**. Early submissions preferred.