



POSITION DESCRIPTION – Committee Member: Studio Manager

KINGS Artist-Run is looking for a new Committee Member to act in the role of Studio Manager.

KINGS Artist-Run is a contemporary artist-run gallery that supports distinctive experimental projects by artists at all stages of their careers. The Gallery is entirely a nonprofit and altruistic volunteer collective. We currently support nine emerging studio artists alongside a range of projects and events across three exhibition spaces.

Position Description

The Studio Manager will manage all aspects of the Studio, including studio artist liaison and maintenance.

This is an ongoing volunteer role, and the Studio Manager is not an employee. The Studio Manager is however entitled to a 50% discount on the monthly rent for one studio space.

As a Committee Member, the Studio Manager also attends the monthly Committee Meeting to report on any studio-related issues, engage in the gallery exhibition selection process, and contribute to the creative direction of KINGS.

Responsibilities

- Perform general repair and maintenance tasks on an ongoing basis
- Liaise with resident studio artists regularly to ensure any concerns are addressed
- Advertise the Studio when an artist leaves to ensure full occupancy at all times
- Report to the general Committee at the monthly meeting

Requirements

- Practical repair and maintenance skills
- People liaison skills
- Relevant background experience in arts administration or equivalent
- Self-motivated and organized
- A passion and knowledge of the visual arts
- Current art practice (desirable)

Time Commitment

Estimated time commitment required is 3-4 hrs per week, and one Committee meeting a month.

Applications

To apply, please provide: a cover letter addressing the above criteria, and a current CV.
Email in a single PDF to info@kingsartistrun.org.au