

Project Support - Role Description

Job Title:	Project Support
Date:	Thursday, 16 February 2023
Contract & hours:	Project based
Salary:	Negotiable dependent on experience
Location:	Flexible
Reporting to:	Victoria Jones, Director, T Projects Global Pty Ltd

T Projects Global Pty Ltd

T Projects are independent arts, culture and creative placemaking consultants and producers. We specialise in developing and delivering creative, cultural, and public art strategies and programs, for a wide variety of clients ranging from councils, government, healthcare, education, master planning, urban regeneration, housing, and infrastructure.

Our clients include developers; construction companies; architects; government agencies and local authorities; healthcare providers; artists; designers; and cultural organisations. We deliver end to end services - from strategic inception; artist procurement; project delivery; overseeing fabrication, installation to completion and evaluation. We understand and harness the power of arts, creativity, and culture to transform communities, spaces, and places, building collaborative partnerships and celebrating their unique contributions to creating a vibrant sense of place and identity.

Role Description

We are currently looking for experienced Project Support team member to work on a project-to-project basis, working on a range of projects in a variety of settings, supporting our team both in Australia and the UK.

NB Workflow can vary greatly, there are no minimum hours per week and so this role would suit candidates who are either studying or employed in other relevant roles. However due to the confidential nature of our work we cannot take on any candidate who is employed in a role or organisations that may cause a direct conflict of interest with the work of T Projects.

Responsibilities include: -

- General administration and coordination
- Client and team meetings and presentations, online or in person where possible
- Curatorial, strategy and general research
- Artist liaison
- Contributing to development and delivery of Public Art Strategies and Project Briefs
- Preparing presentations
- Proof reading of various text including project reports, curatorial content etc
- Coordinating meetings and correspondence with design teams and clients

- Coordinating Partner, Community and Stakeholder consultation and liaison
- Website maintenance
- Social media content production and scheduling
- Mailing list maintenance
- Database creation and management
- Image bank maintenance

The above is not an exhaustive list of duties, and you may be asked to perform different tasks, as necessary.

Skills, Knowledge, Experience etc

- Knowledge or interest in contemporary Australian and European public art and cultural strategy
- A flexible and collaborative approach
- Ability to work independently as well as part of a team
- Strong time management and organisational skills
- Exceptional communication (verbal and written) and interpersonal skills
- Relevant degree/s in arts or arts management
- Minimum 5 years' experience working in the creative industries
- Ability to strictly adhere to confidentiality agreements
- Complete impartiality
- Confident presentation skills
- Strong IT skills including
 - Microsoft packages including Outlook, Word, PowerPoint, Excel, Teams (essential)
 - Apple including Pages, Numbers, iMovie (desirable)
 - Go Pro 360 camera operation and downloading images etc (desirable)
 - Canva (desirable)

*Workflowmax training will be provided

- Preferably have good social media skills including
 - Instagram
 - LinkedIn
 - Facebook
 - YouTube