



Position Title: Public Programmes and Volunteer Coordinator

Purpose of Position:

To coordinate and administer the Lake House Arts Centre's Public Programmes and events, including exhibitions and openings, large scale events, free activities for families and children and assistance with school visits. Administer and manage Lake House's large volunteer base, ensuring retention of current volunteers, engagement of new people as well as training and monitoring of performance.

Reports to:

Lake House Arts Centre Manager

Hours: 22.5 hrs per week (days of week/times negotiable)

Key Responsibilities:

General administration and customer service:

- Customer service and general administration tasks as required by the Manager.

Public Programmes and events:

- In consultation with the Lake House Manager plan, deliver and administer public programming and events over the course of the year that complement and enhance Lake House Arts current education and exhibition programmes.
- In consultation with the Manager plan, deliver and administer the exhibition programme ensuring a varied and vibrant programme of shows and associated activities.
- In consultation with the Lake House Manager, coordinate the ongoing promotion of the programme through appropriate avenues throughout the Auckland Region.
- Source and meet prospective artists. Evaluate 'gaps' in Lake House's exhibition and public programming and design activities to fill them.
- Maintain public programming and exhibition information on the Lake House website
- Administers the Volunteer base and provides training where necessary.
- Deliver a monthly report to the Manager reporting on progress of the programme.
- Responsible for the maintaining the budget for the Public programmes and volunteer programme, both expenses and budgeted income.
- Create and deliver evaluations or surveys to obtain feedback form the public and make recommendations to improve and develop the programme.

- Ensures that all Health & Safety policies and Risk Assessment Management systems are in place and adhered to.
- Keeps up to date with event, exhibition and public programming developments regionally and nationally.
- Maintains and expands on relationships with other organisations and Auckland Council stakeholders.

Working Relationships:

- Staff, Volunteers, Trust board and Manager of Lake House Arts.
- Artists, performers etc.
- Lake House visitors and stakeholders
- Community representatives and organisations.
- Auckland Council

Competencies:

- A high level of motivation and energy.
- A fine arts or museums qualification is desirable.
- Event/exhibition experience in an arts setting desirable.
- Knowledge about visual arts and its processes.
- Experience working with or managing volunteers.
- Natural, effective, clear communicator with the ability to adjust style and approach with all parties.
- Ability to plan thoroughly, apply attention to detail, be well organised and manage workload and time.
- Methodical and systems orientated.
- Be able to balance organisation and planning with flexibility.
- Ability to effectively solve problems.
- Experience and competent skills with computer programmes including Word, Excel, Outlook and Internet Explorer.
- A strong interest in the arts and knowledge about the visual arts community is an advantage.
- Be familiar with and have sensitivity towards diverse cultural needs and practices.
- Work easefully as part of a team.
- A willingness to learn.