

Runway Journal

Program Coordinator (based in anywhere in Australia)

Runway Journal is a digital platform based in Australia. We commission and publish critical and artistic works that respond to thematic callouts and engage with current threads of Australian and international contemporary art. Runway Journal is a free-to-access platform publishing themed Issues biannually and monthly reviews, commentary or interviews on our Conversations platform with a digital archive of contemporary practice spanning two decades.

We are looking for a Program Coordinator to contribute to Runway Journal's eighteen-year history in collaboration with our enthusiastic and dedicated board of artists, writers and curators.

As a digital publishing platform, we encourage public programs to exist across both physical and online spaces. These programs can correlate with our themed Issues, selected Conversations pieces or provide mentorship opportunities to emerging writers and artists.

The Program Coordinator will also hold the role of Deputy Chair. Over the course of a year, the Deputy Chair will shadow, act and finally succeed as Chair at the end of 2021. Applicants who are keen to develop arts leadership skills will be considered favourably.

This is a voluntary position. Candidates will be expected to commit to an average of 4-6 hours per week inclusive of monthly online board meetings over the course of a two-year term.

Responsibilities

- + Plan and deliver public programs, including interviews and digital workshops
- + Maintain effective budget, financial management
- + Develop and initiate fundraising opportunities that align with the organisational goals
- + Coordinate development opportunities for our contributors and the board
- + Delivery of public programs, including interviews and digital workshops

Essential Criteria

- + Experience in digital and physical event management and engagement
- + Experience producing events within budgetary limitations
- + Enthusiastic about the arts and providing timely opportunities
- + Knowledge of and connections to a range of venues, sponsors and arts organisations
- + A team player who can also work autonomously
- + High level of communication and administration skills
- + Eagerness to develop leadership skills in the arts
- + An outgoing attitude and genuine interest in keeping up-to-date with concerns, issues and events that are happening in the Australian art scene