

Role Description

Studio Coordinator

About Paper Mountain

Paper Mountain is an artist run initiative operating from Whadjuk Noongar Boodjar (Perth), dedicated to supporting emerging artists, building exploratory creative practices and presenting community arts work. We offer studios for hire, a curated gallery program, co-working spaces, creative workshops and events. We hope to build a supportive and friendly community of creative workers from many backgrounds.

POSITION

Role:	Studio Coordinator
Location:	Upstairs, 267 William St, Northbridge WA 6003
Commitment:	10 hours/week or as needed by the Organisation
Last Updated:	January 2020
Reports to:	Co-directors

As Studio Coordinator, you will have an active role in developing and managing Paper Mountain's culture and creative community. You are responsible to showcase any available studios for any potential artists who may wish to hire them as well as looking after the day to day running of our studios program.

You are the first point of contact for all studio artists and are responsible for handling their enquiries, but most importantly build relationships with them in a way that keeps them engaged within the Paper Mountain Community.

RESPONSIBILITIES

- Look after community of Studio Artists and be the main point of contact
- Liaise with Finance Officer regarding studio rent payments, expenses and finances
- Seek out potential Studio Artists to be a part of the community
- Encourage shared studio spaces to support emerging artists
- Plan Open Studio nights to promote studio culture
- Communicate with events team to make sure Studio artists are aware of events
- Collect feedback from studio community about Paper Mountain
- Seek out opportunities to keep interest in Studio space

RELATIONSHIPS

The Studio Coordinator is to first and foremostly maintain relationships with the following people:

- Co-directors
- Studio Artists
- Communications Team
- Events Team
- Paper Mountain Graduate Students
- Gallery Attendants

SELECTION CRITERIA

Essential

- Knowledge of customer service and client management
- Highly organised individual
- Understanding of basic accounting and invoicing
- Positive and friendly attitude and ability to communicate to people of diverse backgrounds
- A creative thinker and is able to execute ideas to engage Studio Artists

Desirable

- Knowledge of the arts and culture scene in WA
- Has a network of people within the arts industry

BENEFITS OF TAKING ON THIS ROLE

We acknowledge that this is a volunteer role and is entirely unpaid. Without the Paper Mountain volunteer roles we could not exist. You are here to help lift up our organisation and in return we want to support you:

- Access to Paper Mountain's professional networks.
- Mentorship and skills development in arts management.
- Access to Paper Mountain's co-working space and facilities, including:
 - 24 hour access.
 - WiFi, printing and photocopying, kitchen, workshop facilities.
 - Discounts on events, workshops and seminars.
 - A sense of wellbeing that comes from being part of a safe space with a growing creative community.