

# Liquid Architecture, West Space and Bus Projects are disorganising. PD: Associate Producer

## ABOUT DISORGANISING AND THE POSITION

Liquid Architecture, West Space and Bus Projects are disorganising. Disorganising is an exercise in collaborative strategic practice, driven by a desire to share knowledge, resources and opportunities between our organisations and our communities for the benefit of our collective futures.

Disorganising is a major partnership for 2021 with activities and public presentations throughout the year. The Associate Producer will work between the three organisations on the commissioning and delivery of the public program, engaging artists and communities, which will take the form of co-commissioned artworks, texts, community-engaged events and discursive activity. This role will collaborate with the disorganising Associate Producer as well as the Liquid Architecture, West Space, and Bus Project teams across all phases of the project. Read more about Disorganising [here](#).

## ABOUT THE ORGANISATIONS

For 20 years, [Liquid Architecture](#) has been Australia's leading organisation for artists working with sound and listening, with curatorial expertise and an international reputation for critical practice, at the intersection of contemporary art and experimental music, recognised around the world.

[West Space](#) was founded by artists in 1993. Almost three decades on, we operate as a contemporary art gallery, a commissioning organisation, and as a space for critical reflection and curatorial vision. Through on-site exhibitions and off-site programs, we build local and global communities around contemporary art.

[Bus Projects](#) is an artist-run organisation supporting the critical, conceptual and interdisciplinary practices of Australian artists. In addition to a gallery-based program of exhibitions, events and residencies, Bus collaborates widely to produce projects off-site and within the public realm.

## SPECIFICATIONS OF THE ROLE

- Part-time position 0.6FTE / 22.5 hours / 3 days
- \$55,000 per annum pro-rata, plus 9.5% employer superannuation
- This is a 6 month role from January–June 2021, with further engagement available on negotiation.
- Based at Collingwood Yards (VIC), working across organisations and communal spaces, with flexible working conditions available
- The employment agreement for this position is with Auspicious Arts Projects, on behalf of Liquid Architecture, Bus Projects and West Space

## KEY INTERFACES

Liquid Architecture Executive Director / CEO and Liquid Architecture Artistic Director  
Bus Projects Director / CEO  
West Space Director / CEO  
Disorganising Associate Editor  
Organisations' employees, interns and volunteers  
Contract curatorial, artistic, administrative and technical personnel  
Program partners  
Collingwood Yards tenant community  
Local community

## COMMITMENT TO CULTURAL DIVERSITY AND CULTURAL SAFETY

West Space, Liquid Architecture, Bus Project is committed to reflecting the social and cultural diversity of our local context within our internal operations and artistic program.

West Space, Liquid Architecture, Bus Projects are equal opportunity employers. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

We are committed to providing a culturally safe space, and we recognise that this looks different for everybody. We will work with the successful applicant to determine and adhere to their cultural safety needs.

## RESPONSIBILITIES

### Production

- Work closely with participating artists and stakeholders in partnership with the Directors to execute a successful program including published conversations, forums and artist commissions
- Provide logistical and administrative support
- Support the commissioning and critical development of discourse, projects, artworks that form part of disorganising
- Develop and adhere to program budgets and in kind arrangements
- Support ongoing program fundraising activities
- Create and maintain project schedules to ensure delivery deadlines are met

### Institutional

- Support the development of institutional protocols and plans, including but not limited to Access, Inclusion, Engagement and Reconciliation strategies.
- Work as part of a project team and positively contribute to team processes and outcomes.
- Engage in the artistic program through research, discussion and attendance at events and activities.
- Contribute to the evaluation process, including debrief conversations and critical reflection.

### Engagement

- Support the delivery of discursive and public programs
- Work closely with the directors on the successful planning and delivery of the program
- Attend regular programming meetings, while balancing remote and regular office hours.
- Liaise with local, national and international participants

### Administrative

- Support effective administrative and financial management processes
- Ensure accurate gathering and recording of event data to meet the requirements of the organisation.

## SELECTION CRITERIA

### Interest and Experience

- 3+ years of professional experience in a related practice or role
- Demonstrated commitment to addressing institutional barriers regarding access and inclusion
- Engagement in cultural discourse is essential, specifically regarding institutions, contexts and cultural production
- Value interdisciplinary collaboration
- Demonstrated proactive practice, independently or within institutional contexts
- Formal qualifications in a relevant area of practice are desirable

### Skills and Practice

- Excellent communication and writing skills
- Excellent organisational skills, attention to detail, and the ability to set priorities and meet deadlines
- Demonstrated experience in event management within a contemporary art context
- Sound financial management skills and experience tracking budgets
- Strong understanding of marketing, communications, media and PR
- Demonstrated ability to manage and negotiate relationships with internal and external stakeholders
- Supports the practice of continuous improvement

## Social Qualities

- Has affinity with, and ability to relate to, a wide range of people
- Is committed to the development of a safe, inclusive, and forward-thinking workplace
- Values relationships and works well in small team environments
- Shares and progresses our organisational values
- Communicates and collaborates effectively
- Has a proactive approach to self awareness, capitalising on personal strengths and addressing weaknesses

## FLEXIBLE WORKING

In recognition of the differing cultural, personal, and professional needs of our staff, Liquid Architecture, Bus Projects and West Space can accommodate flexible working arrangements, in negotiation with the Directors.

We encourage applicants with independent curatorial, producing, writing, or artistic practices to apply, particularly those interested in drawing from this experience to grow, shape, and support the disorganising program.

## APPLICATION PROCESS

Please direct applications and enquiries to [hi@disorganising.co](mailto:hi@disorganising.co), which is accessible to Liquid Architecture, Bus Projects and West Space teams.

Applications should include max. 2 page cover letter addressing selection criteria, CV including links to examples of recent work and contacts for 3 referees.

Interviews will be conducted in a COVIDSafe environment at Collingwood Yards, with flexibility for video call interviews if required.

## KEY DATES

Applications open: Wednesday 18 November 2020  
Applications close: Monday 14 December 2020  
Interviews: Wednesday 16 December - Tuesday 22 December 2020  
Notification: Wednesday 23 December 2020  
Role commences: Mid January 2021  
Review: May 2021  
Contract period ends: 30 June 2021