

South Australian Living Artists (SALA) Festival

Partnerships, Awards and Projects Coordinator Position Description



Title of Position: Project Coordinator

Appointment: 0.8 FTE

Terms of contract: 12 months with possibility of extension

Remuneration: \$67,000 -70,000 range pro rata plus superannuation

South Australian Living Artists Inc

SALA is a state-wide showcase and celebration of South Australia's living visual artists.

It culminates in Australia's largest and most inclusive visual arts festival, which takes place in galleries and non-traditional arts spaces across South Australia annually, during the entire month of August.

Each year, SALA takes the work of around 10,000 emerging, mid-career and established South Australian artists to more than 600 venues across the state (from sheds, cafés, offices and retail spaces to wineries, schools, public spaces, galleries and major arts institutions) to reach local and inter/national audiences of more than 1 million people, and many more online.

S.A. Living Artists Incorporated is known as the SALA Festival.

The vision, purpose, actions and values of the Association are outlined below:

1. Vision

SA's living visual artists' work is recognised locally, nationally and globally.

2. Purpose

To champion South Australia's living visual artists and enrich the State's cultural vibrancy by creating opportunities for artists to share and promote their work to diverse audiences.

3. Our actions

We create a thriving, inclusive arts community where all artists are empowered to create, connect, and contribute to a vibrant cultural landscape.

We support and promote local artists by creating accessible opportunities for artistic expression, community engagement, and professional development.

4. Our values

Inclusivity – We welcome artists and audiences from all backgrounds.

Collaboration – We work with partners to amplify impact.

Integrity – We act ethically, transparently, and with respect.

Creativity – We champion innovation and artistic risk-taking.

Sustainability – We build a resilient organisation for long-term impact.

Summary of the Position and its Responsibilities/Duties

The Project Coordinator is responsible to the CEO, South Australian Living Artists Inc. for the development and administration of the awards and festival projects of the SALA Festival and for the management of a range of existing SALA partners, working closely with CEO and other staff to implement SALA's fundraising strategies and assist with building new partnerships and business development.

The Partnerships, Awards and Projects Coordinator will also assist in the preparation of grant, philanthropic funding and sponsorship proposals and assist with reporting and acquittals, these may or may not be associated directly with projects and awards.

The incumbent will work closely with the CEO and relevant staff to achieve the objectives and goals of South Australian Living Artists Inc. The role will contribute to increasing and diversifying the gallery's income from individual donations, earned revenue, grants and sponsorship (both cash and in-kind) that relate to projects, awards, or core functionality.

SALA is seeking an initiative-taking, energetic, and hardworking individual who thrives in a small collaborative team environment. The role requires a flexible approach to work practices including off site meetings, after hours, occasional weekend activities, and the capacity to move comfortably across a range of formal and informal social environments.

Internal: The Partnerships, Awards and Projects reports to the CEO. The incumbent is responsible for providing sound, effective and project management to the CEO and key stakeholders regarding the SALA Festival program, events and activities.

External: The Partnerships, Awards and Projects will be the primary contact for artists, stakeholders in the development and execution of SALA projects and awards, as well as support contact for partners, funding bodies, donors and media. The incumbent will liaise as necessary with various other stakeholders in the visual arts, state and local government departments and the business sector to achieve the objectives of SALA Inc.

Special Conditions

Out of Hours Work	Some out of hours work will be required
Travel	To stakeholder meetings and intrastate may be required
Location	SALA office
Conditions	A flexible approach to duty of hours and days worked is required
Performance Targets	Required to participate in Performance Management.

Position Description

Project and Awards Coordination	Develop and administer the SALA Projects including SALA Slide Night, SALA Bus Tours, SALA Walking Tours, SALA Hub Events, Centennial Park Sculpture Exhibition.
	Work with CEO and Program Coordinator to develop and deliver the Winter Arts Market
	Principle contact for all artists/venues/arts community enquiries pertaining to the SALA projects and awards. Develop and maintain relationships with artists/venues/local arts communities.
	Approve and administer SALA Awards nominations and judging processes
	Develop and administer the budget to support projects, subject to approval by the CEO
	Provide images, SALA logos, sponsor logos and other information as requested by stakeholders.
	Work with the SALA Team to contribute to content preparation and assure accurate project and award information is included in promotional materials, printed and digital, including website.
	Proof reading SALA program, marketing and publicity materials.
Partnerships and Philanthropy	In conjunction with CEO, identify opportunities for partnerships to support the sustainability and financial resilience of the organisation, SALA project and Awards.
	In conjunction with CEO, identify and write funding applications to support additional SALA projects. This includes state and national government grants, private philanthropic support and other grant programs.
	Ensure the delivery of all SALA partner agreement terms.
	Partner hosting at all SALA Festival events including Opening Night, artists-in-residence events, business development days, Slide Night, education program events, sponsor exhibitions, Finissage Awards night and other as required.
	Work with SALA team to plan and deliver events to maintain strategic relationships with current and potential SALA partners and stakeholders.
	Manage partnership and philanthropy database, invite lists and correspondence for various SALA functions, in conjunction with SALA Digital Coordinator.

Evaluation and Reporting	Provide image or copy content to promote SALA partnerships to media outlets and publicist as required.
	Work with SALA CEO and Staff to develop and execute philanthropic campaigns
	Contribute to funding data collection, monitoring and evaluation.
	Prepare annual partnership, project and award reports.
Event Coordination	Support where required for SALA Festival projects and events including Artist-in-Residence, program launch, awards night, opening night, forum, Slide night, education program, sponsor exhibitions and tours.
Staff Support	Provide image or copy content to media outlets and publicist as required.
Publicity Customer Service	Building positive relationships with members of the South Australian community.
	Responding to phone, email and in-person enquiries from artists, venues and other stakeholders, as required
	program events, sponsor exhibitions, Finissage Awards night, and others as required.
Administration	Contribute to organisational reporting including Annual Report, Partner report, grant acquittals and other requested reports.
	Track the project budgets and ensure sound financial management of projects.
	Ensure all contracts and agreements for project artists are signed in a timely manner.
Occupational Health and Safety	Work in accordance with all Legislative policies and practices including OHS&W and EEO and SA Living Artists Inc. policies and work instructions.
Other	Participating in staff meetings, strategic planning and other activities as required.
	Other reasonable duties as required.

KEY CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

- The incumbent will have worked or studied in a relevant arts/events/festivals field
- Knowledge and understanding of the visual arts sector with particular knowledge and interest of the South Australian context
- Experience in leading projects including budgets, contracts, timelines etc.
- Demonstrate good communication, interpersonal and liaison skills
- Highly developed project coordination skills with attention to detail to ensure large amounts of information are managed effectively
- Experience in grant/proposal writing and editing
- Proven track record in sponsorship, philanthropy and/or grant funding roles
- Confident relationship management and negotiation
- Experience in researching and developing funding, philanthropic support, or sponsorship opportunities
- Ability to liaise with a diverse range of stakeholders including government agencies, and the philanthropic and corporate sectors
- A proven track record in delivering excellence in customer service
- Demonstrate excellent communication, interpersonal and liaison skills
- Proficient in MS suite of programs including Word, Excel, Outlook
- Proficient in MS suite of programs including Word, Excel, Outlook, PowerPoint
- Possess sound financial, administrative and data management skills
- Ability to work within budgets
- Excellent time management skills and proven ability to meet deadlines with an ability to prioritise workload and seek clarification when necessary
- Ability to operate with initiative and work with minimal supervision
- Lateral thinking and problem-solving skills
- Ability to work harmoniously and as part of a small team

PERSONAL QUALITIES

- Excellent people skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Energetic, self-motivated and resilient
- Ability to thrive when working under pressure and to deadlines
- A positive 'can do' attitude

DESIRABLE CHARACTERISTICS

- An understanding of the administrative requirements of a Not-for-Profit organization
- Possess the ability to implement relevant operational policies.