

TROCADERO PROJECTS

Trocadero sits on the traditional lands of the Boon Wurrung and Wurundjeri people of the Kulin Nation. We offer our respects to Elders past and present, and acknowledge that sovereignty was never ceded. Always was, always will be Aboriginal land.

PUBLIC PROGRAM COORDINATOR POSITION DESCRIPTION

The Public Program Coordinator is responsible for co-piloting a range of engaging and inclusive public programs alongside Trocadero's annual exhibition program.

This shared volunteer role is a unique opportunity for a motivated and creative individual with an interest in developing their skills in the arts, in a real-world and supportive environment. This position works closely with another Public Program Coordinator and is supported by the broader Trocadero Projects committee to help the new Coordinator succeed in the role.

We encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, people with disabilities, LGBTQIA+, and the local western Melbourne community.

As the Public Program Coordinator you will lead communication with prospective artists to develop their ideas, through School of Troc programs and other experimental content. Alongside this, you will assist other Trocadero Programming Team members with exhibition programs throughout the year. You will work collaboratively with the Marketing Coordinator, Volunteer Coordinator, Exhibition Coordinators and external stakeholders.

[Trocadero Projects](https://trocaderoprojects.org.au) is an independent artist-run initiative presenting a diverse and experimental program of exhibitions and events. A non-profit art space run entirely by volunteers, Trocadero strives to provide a safe and engaging environment for emerging artists.

ROLE RESPONSIBILITIES:

- Consulting with the committee to develop a program of events
- Overseeing public programs from start to finish, including coordinating event delivery and collaborating with others needed
- General committee member accountabilities (monthly meetings, attending openings etc.)

DAY-TO-DAY TASKS:

Program School of Troc workshops

School of Troc is an ongoing series of workshops and events teaching art making methods and skills. The Public Program Coordinator:

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- Researches and shortlists artists that are suitable for workshops, and present to the committee for discussion
- Organises the program that reflects a diverse range of practice and backgrounds
- Acts as the primary point of contact, assists artists to develop their ideas and materials in the lead up to the events (including marketing materials, contracts, runsheet, budgets, and risk assessment plans when required)
- Coordinates volunteer and committee staffing for the event

Coordinate Public Programs and Community Engagement

- Contributes to the development of public programs beyond the School of Troc series and assists with the development of special programs.
- Collaborates with local community and arts organisations when opportunities arise
- Ensures the event is supervised, and setups are ready (or reach out to Volunteer Coordinator to assist)
- Schedules publicity in collaboration with marketing/promotions staff
- Ensures the gallery are returned to order after the event
- Contributes to programming and strategic plans, and grant application where needed

WHAT WE ARE LOOKING FOR

- A strong interest in the arts and community engagement
- Thoughtful and inclusive decision making approach
- Great communication skills
- The ability to work collaboratively and independently

YOU WILL GAIN

- The opportunity to work closely with artists and arts workers in a small non-profit organisation
- Project management and administrative knowledge and skills
- The opportunity to participate in or contribute to gallery events and programs
- New friends!

TIME COMMITMENT

This is a one-year volunteer committee role, with the option to extend. Time commitment fluctuates across programming cycles. You are able to set and negotiate time commitment and availability. We anticipate this role will require a commitment of approximately **10 hours per month**, including role responsibilities and committee accountabilities.

HOW TO APPLY

Complete the Google Form outlining your interest in and suitability for the role by the closing

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date. <https://forms.gle/4rb2p29DAY8fa5Cu8>

If you require an alternative application method, please email us to let us know.

Applications close Friday 25 September 2026, 11:59pm and interviews will take place between 28 - 29 September in the evening.