



NSW PROFESSIONAL DEVELOPMENT COORDINATOR

POSITION DESCRIPTION

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| Location | New South Wales |
| Reporting to | General Manager |
| Working with | NAVA staff located in our Sydney office and interstate; key stakeholders and partners; NAVA Members |
| Position type | Part time, three year fixed term contract, four days per week (30 hours). Flexible working arrangements can be negotiated. |
| Salary details | \$80,000 pro rata + 12% superannuation + 17.5% holiday leave loading |
| Employment period | January 2026 |

Acknowledgement

The National Association for the Visual Arts (NAVA) is a national organisation with a small team of staff across three states. We acknowledge the Gadigal, Wangal, Dharug, Dharawal, and Dja Dja Wurrung as the Traditional Custodians and knowledge-holders of the lands on which NAVA staff currently live, learn and work.

The NAVA community is based across hundreds of sovereign nations and unceded lands throughout the continent that has become colonially known as Australia. We pay our deepest respects to all First Nations communities' ancestors and Elders.

Sovereignty was never ceded.

Always was, always will be Aboriginal land.

Overview of the National Association of Visual Arts (NAVA)

The National Association of Visual Arts (NAVA) is an independent, not-for-profit, membership organisation which brings together the many voices of the contemporary arts sector to improve fundamental conditions of work and practice. We do this through advocacy, education and the [Code of Practice for Visual Arts, Craft and Design](#) (the Code). NAVA's vision is to ensure that the visual arts are vital, sustainable and ethical.

As well as championing the rights of artists as workers and setting the standards for equitable engagements in the visual arts, NAVA supports artists and arts workers through a number of services, including insurance, professional development and education, the Artists' Benevolent Fund, auspicing and one-on-one advice and support.

NAVA is committed to creating a welcoming, respectful, culturally safe and non-discriminatory environment that centres voices from underrepresented communities. We strongly encourage First Nations peoples, people of colour and d/Deaf and Disabled people to apply and join us in shaping the future of the contemporary arts sector.

NAVA considers the following values vital to its operations and identity:

- Trust and transparency;
- Ethical, representative leadership; and
- Collaboration and consultation.

NAVA's [Action Plan 2023-2025](#) outlines six key objectives:

1. To meet good practices as outlined in the Code in our everyday operations and delivery, with a key focus on instigating structural change that places equity and sustainability at the core of our work;
2. To promote and encourage the adoption of the Code across the sector;
3. To advocate for more equitable working conditions for artists and arts workers;
4. To engage and mobilise our membership on issues that impact their work, lives and practices;
5. To maintain a high level of standard in our service provision; and
6. To build capacity within the sector through professional development and learning opportunities.

Overview of the position

This position is supported by the NSW Government through Create NSW.

The NSW Professional Development Coordinator is responsible for developing and delivering a Code of Practice learning program for the visual arts, craft and design sector in NSW and online. The program strengthens understanding and uptake of good practice across the sector, supporting artists, arts workers and organisations to embed the Code in their work.

The NSW Professional Development Coordinator proactively builds and draws upon existing networks in the visual and media arts, craft and design sector, with a strong emphasis on engagement in Western Sydney and regional NSW. They are supported to build partnerships with artists and organisations, and to develop innovative initiatives that increase awareness and application of the Code across sector communities. The NSW Professional Development Coordinator is self-motivated, experienced in developing enriching programs, and has strong networks and a working knowledge of the visual arts sector, with a demonstrated commitment to equity, good practice and artist rights.

This is a hands-on position within a small and collaborative team, where the Coordinator is expected to work across all aspects of event planning and delivery. This position involves travelling throughout New South Wales. The role is shared with Membership and Projects Officer and NSW Professional Development Coordinator, Donnalyn Xu, who works in the NSW Professional Development Coordinator position one day per week. NAVA's First Nations Outreach Coordinator, Georgia Mokak, also contributes to the program one day per week, with a focus on supporting First Nations engagement and access to the Code of Practice in NSW.

Position tasks and responsibilities

Programming

- Develop and deliver online and in person workshops and presentations about the Code of Practice, tailored for artists, arts workers and organisations across NSW, in consultation with the General Manager.
- Develop and deliver workshops and presentations nationally on a fee-for-service basis, in consultation with the General Manager.
- Coordinate logistics and technical requirements for workshops and presentations including bookings, scheduling, travel, documentation, accessibility and risk management.
- Liaise with partners, contributors and participants to plan and deliver events.
- Prepare communications for events including commissioning graphics, preparing electronic mailouts, and social media posts, in collaboration with the Communications Manager.
- Develop and deliver online resources (e.g. guides and toolkits) tailored for different audiences.
- Support the General Manager and Executive Director with Code of Practice updates and consultations.
- Deliver the program within allocated budgets and timelines.
- Ensure workshops and resources respond to sector needs, with a particular focus on Western Sydney and regional NSW.
- Undertake program planning and identify opportunities for future NSW professional development activities.
- Gather and evaluate feedback from program participants to support review and continuous improvement.
- Assist with grant funding applications and acquittals related to the program.

Networks and key relationships

- Develop and nurture effective partnerships with artists, arts workers, organisations and stakeholders across NSW.
- Promote NAVA's Membership and the Code to existing and new audiences.
- Identify communities and organisations for potential collaboration and workshop delivery.
- Identify opportunities for Membership growth and contribute to strategies for engagement.

Shared responsibilities

- Contribute knowledge and insight to NAVA's advocacy and membership work.
- Work collaboratively with the other NSW Professional Development Coordinator and First Nations Outreach Coordinator.
- Report to the Finance and Operations Coordinator on relevant budgets.
- Participate in NAVA's strategic planning and review processes.
- Actively contribute to the implementation of NAVA's First Nations Policy, Reconciliation Action Plan and Disability Action Plan.
- Foster an organisational culture of collaboration, inspiration, and safe working.

Selection criteria

Essential

- Experience developing and delivering presentations, workshops or classes.
- Highly developed communication skills.
- Good time management and ability to meet deadlines.
- Demonstrated capacity to build strong and collaborative working relationships internally and externally.
- Ability to work independently and collaboratively within a small team.
- Have a network within the NSW visual and media arts, craft and design sector.
- Based in NSW.

Desirable

- Working knowledge of the Code of Practice for Visual Arts, Craft and Design.
- Experience delivering digital events, including basic audio/video editing and livestream coordination.
- Knowledge of technical requirements such as projectors, laptops, internet connections and audio, ability to troubleshoot equipment failure.
- Experience in applying for and acquitting grant funding.