

Moale James

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PRODUCER, ARTIST LIAISON, PROJECT MANAGER, WRITER AND CURATOR

EXPERIENCE

June – October 2022

Associate Producer, Brisbane Festival

[Brisbane Serenades](#) [Dance Halls](#) [Queen's City](#)

Building upon the relationships and experience in my previous Arts roles I was contacted by Min Collie-Holmes to join the Brisbane Festival team as an Associate Producer for their community-engagement programs – Brisbane Serenades, Dance Halls and Queen's City. The programs were delivered across Brisbane in multiple venues and engaged with all ages and backgrounds.

My duties include:

- Drafting of artist agreements.
- Preparation and maintenance of artist and program schedules.
- Coordination of visas and documents for artists.
- Arrangement of travel, ground transport and accommodation for artists.
- Liaising with venues and suppliers.
- Assisting with budget/finance reporting.
- Following up of all contracts, public liability records, APRA and other required artist information including marketing materials.
- Collaborating with technical staff on production schedules and event management plans.
- Assisting with Front of House staffing, training and rostering.
- Establishing and maintaining effective team communication with all departments including logistics, technical, marketing, publicity, development, finance and administration.
- Attending departmental meetings and external meetings as required.
- Any other duties as directed by the Producer or Program Director.
- Work closely with the Producer and other Brisbane Festival staff to oversee designated venues and sites, providing attention to detail regarding overall venue presentation including cleanliness, patron and staff safety, signage, and access to hospitality and seating areas.
- Ensure the timely and accurate handling of all venue resources including food and beverage stock, promotional materials, green room and dressing room requirements and artist packs.
- Maintain close consultation with the artistic and production teams during bump-ins, seasons and bump-outs to ensure all venue and production elements are coordinated and in place for all public performances
- Assist marketing and corporate development staff to smoothly integrate sponsor requirements and corporate functions into delegated program areas.
- Maintain high quality communication and positive relationships with Brisbane Festival staff, venue and ticketing staff, suppliers, artists, patrons and VIPs.
- Work closely with the Producer to manage designated events and venues, and maintain high standards of organisational skills.
- Develop and maintain a high degree of competency in the operation of the company's systems (training and support will be provided).
- Assist the Producer to prepare all information necessary for implementation by technical, marketing, development, publicity, finance and administration teams through the appropriate systems.
- Maintain up-to-date filing of all company correspondence.
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook as well as a high degree of grammatical accuracy at all times.
- Provide concise and informative reports (verbal or written) to the Producer on a weekly basis.
- Minute meetings and prepare agendas as required.

May 2022 – Present

Project Manager and Curator-in-residence for Queensland Art Gallery, Gallery of Modern Art.

Sis | 2022-24

Building upon the lessons of the ACAPA Community Engagement project and Our knowledge, Our practice, Our stories this exhibition focuses on the stories and arts practice of Pacific Women in the contemporary world. I am responsible for curating the, "from old to new old" element of this exhibition, developing the archival collection for display and working with the Artists apart of this exhibition to bring their vision into reality. I also consult with local community to ensure that the ways we are curating the exhibition are in-line with cultural obligations for each artist and community being represented.

My duties include:

- Research, plan and co-ordinate the presentation of exhibitions and programs.
- Maintain, develop and foster networks and broadening community engagement for the Gallery's collections and exhibitions, with specific focus on Pacific communities in South East Queensland.
- Undertake research to assist in the identification of suitable works for the collection, identifying current trends and artists towards building a strategy to strengthen the Gallery's holdings across the Asian and Pacific art collections.
- Research Pacific cultural groups and activities that have occurred in South East Queensland, with a view to broaden community engagement for exhibitions and the Gallery's Pacific collection.
- Creating a more accessible digital collection for communities to access resources.
- Development of podcasts, artist interviews and blog posts for the period of the exhibition development.

April 2022 – Present

Associate Producer, Artist Liaison for [Gaba Musik](#).

[BLAKTIVISM](#) at Queensland Performing Arts Centre | 2022

[BLAKTIVISM](#) at Sidney Myer Music Bowl with Arts Centre Melbourne | 2022

[PASIFIX](#) at Sidney Myer Music Bowl with Arts Centre Melbourne | 2023

As an associate-producer I provided administrative and creative support to the Gaba Musik Creative and Musical Directors of BLAKTIVISM and the QPAC programming team. I was the on-the-ground Artist Liaison and was responsible for communicating between Artists, their management team, the venue and Directors of Gaba Musik to bring BLAKTIVISM to the QPAC stage.

My duties include:

- Organizing production activities with Artists and Management.
- Collaboration and professional communication between Gaba Musik and the QPAC Clancestry festival team.
- Assisting with the management of the production and tour schedule.
- Designing tour schedule and showlists.
- Overseeing logistics of the production (flights, accommodation, collection of documentation).
- Monitoring and publishing of social media marketing.
- Outreach to community and organising of media interviews.

April 2022 – July 2022

Program Manager, [Colour Box Studio](#)

I was contacted by Founder, Amie Batalaibasi to assist her with the managing of her online-platform which includes a series of Artist interviews, curated lists and social media content for a short period of time until she found someone based in Naarm.

My duties included:

- Blog schedule
- Manage Q&As
- Manage socials
- Canva designs
- Researching and curating other blog content
- Newsletter once every 3 months
- Website maintenance
- Liaise with Amie/ email and sometimes phone/zoom
- Communication with artists and stakeholders
- Emails throughout the week (can choose one or two days)
- Storage and communication via Google Docs and Dropbox
- Research funding opportunities
- Other administrative tasks

August 2020 – Present

Intern, and Curator-in-residence, Curatorial Department, Pacific Art, Queensland Art Gallery, Gallery of Modern Art

[10th Asia Pacific Triennial](#)

- *As an Intern and Curator-in-residence I provide Curatorial, Administrative and Project Management support to the Asia-Pacific Art Curatorial department throughout their production of the 10th Asia Pacific Triennial of Contemporary Art and further projects. Due to my success in this role the team offered me an 8-month contract to come on in a larger capacity for the period of producing APT10.*

My duties include:

- Assist the Asian and Pacific Art department to research, plan and co-ordinate the presentation of exhibitions and programs, including 'The 10th Asia Pacific Triennial of Contemporary Art' (APT10).
- Assist the Asian and Pacific department with maintaining networks and broadening community engagement for the Gallery's collections and exhibitions, with specific focus on Pacific communities in South East Queensland.
- Undertake research to assist in the identification of suitable works for the collection, identifying current trends and artists towards building a strategy to strengthen the Gallery's holdings across the Asian and Pacific art collections.
- Research Pacific cultural groups and activities that have occurred in South East Queensland, with a view to broaden community engagement for exhibitions and the Gallery's Pacific collection.

July 2021 – May 2022

Project Manager and Producer, Australian Council of the Arts Funded Project

[Our knowledge, Our Practice, Our Stories](#)

I applied for funding through the Australian Council of the Arts for the project, "Our knowledge, Our practice, Our stories". The project's purpose was to invite Pacific Islander and Aboriginal and Torres Strait Islander women to participate and engage in conversations around the value of cultural knowledge, cultural safety, arts practice and storytelling in our community. The format of the project was a series of podcast episodes and feature articles to explore and showcase these conversations. I also aim to develop a database of resources for community to access that have been created by and for First Nations peoples. At the end of the project a project reflection was developed to government organisations and institutions which explored ways to empower community and value cultural safety, practice and stories.

My duties included:

- Writing and editing various texts, including feature articles, biographies and other extended texts.
- Recording, editing and producing audio, including podcast episodes.
- Creating content for marketing purposes on various social media platforms – Instagram and Facebook editing.
- Researching into individuals, documentation, communities and other areas that explore cultural safety.
- Back and forth communication and discussions regarding the final project details that will be produced and presented in the lead up to, during and following the opening of the APT10 exhibition and ACAPA project. Facilitating the creation and design aspect of these projects.
- Creating opportunities and facilitating a space for ACAPA project members and artists to interact and have meaningful discussions about their projects. - Engaging in team meetings monthly, taking minutes on these meetings and leading discussions on next steps in the project.
- Engaging in the facilitated events as either a participant or observer who later reports the days events to a final written document.
- Episode planning and research. Some of this research will come from my tasks as a project-assistant for ACE as well as the research I take as a blog post writer. - Episode writing time and question preparation.
- General administration duties like organising staff access to secured areas, organising parking vouchers and refreshments for guests of the ACAPA project. - General artist correspondence, answering queries and assisting with questions regarding APT10 and ACAPA.
- Interview with episode guests.
- Organising team meetings according to schedules with QAGOMA staff, project members and external organisations.
- Passing on completed list of recommendations to Australian Council and QAGOMA.
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- Planning for interlocketer and Indigenous advisory group discussions (sometimes involves creating full presentations).
- Publication of blog post to website, and forwarding on of blog post to QAGOMA social media team and advisory group.
- Publication of podcast to website and spotify, and forwarding on of podcast episode to QAGOMA social media team and advisory group. - Research into articles, books, materials necessary to unfolding the discussion topic. This research may include tours through the QAGOMA, QM and IMA collections. Review and classification of findings, journal notes, interviews, articles published, etc.
- Research into articles, books, materials necessary to unfolding the discussion topic.
- Review and classification of findings, journal notes, interviews, articles published, etc. This is for preparation of feature article in 2022. - Sub-editing.

Previous Experience (Administrative and Hospitality):

- January – July 2022 Barista at The Gap Health and Racquet Club Café
- November 2019 – August 2020 Café All-Rounder at Loaded Food and Co/Sticky Fingers
- August 2017 – January 2020 Café All-Rounder at Common Ground Community Café
- February – June 2017 Administrative Supervisor at Kings Creek Station, Northern Territory
- December 2013 – 2017 Fire Flavas Mobile Wood Fired Cuisine

EDUCATION

Graduated June 2022, Queensland University of Technology - Bachelor of Communications (Major in Journalism, Minor in Studies of Contemporary Society)

Graduated November 2016, Glasshouse Christian College - Year 12 High School Diploma

POINTS OF REFERENCE

Tarun Nagesh Curatorial Manager, Asian and Pacific Art; Queensland Art Gallery, Gallery of Modern Art
0409 232 599

Min Collie-Holmes, Executive Producer; Brisbane Festival
0402 407 484

Airileke Ingram, Creative Director; Gaba Musik
0497 686 589