Eat.Drink.Art 2027: Arts Administration Assistant

The City of Greater Bendigo is supporting a suite of projects that encourage access to career pathways in the creative industries, including a small number of paid arts worker internships. These roles will be aligned with specific project outcomes and will offer diverse experiences in arts-based project management.

The Role:

The City of Greater Bendigo, Creative City team are looking for a short-term arts worker to support the delivery of Eat.Drink.Art 2027.

The role is a contractor position, particularly aimed at new graduates or emerging arts workers that work, live or study in Greater Bendigo that are looking for more experience working in arts-based project administration and delivery.

The role will include a variety of tasks including: liaising with businesses and artists, working on 2 artist markets, supporting the preparation of marketing materials, social media, promotion, supporting artists with exhibition bump ins, and documenting exhibitions.

Eat.Drink.Art 2027:

Eat.Drink.Art transforms cafés, restaurants, bars and businesses into galleries presenting the work of local artists.

In 2026, the program was concentrated on View St businesses, with 40 local artists exhibited works across 30 View St venues.

In 2027, Eat.Drink.Art will again be based on View St, with businesses invited to participate. The program will also include 2 artists markets, on Saturday 21st November 2026 and Saturday 8th May 2027.

Local artists will be invited to express their interest, and selected artists are matched to venues based on space available, aesthetics and scale.

Eat.Drink.Art exhibitions will run from 8th May to 18th September 2027.

Role Requirements:

This is a contractor position.

The successful applicant will need to obtain public liability insurance. The package includes $200 towards this expense.

The successful candidate will be required to have or apply for an ABN.

Payment will be made by invoice weekly, fortnightly or monthly.

The successful candidate will ideally be available on Fridays. Hours of work are negotiable but must be between 9am and 5.30pm.

Hours of work:

4 hours: Friday 13th November 2026

8 hours: 8am – 4.30pm Saturday 21st November 2026 (Artist Market)

4 hours per week x 10 weeks: Friday 26th February 2026 – Friday 7th May 2027

8 hours: 8am – 4.30pm Saturday 8th May 2027 (Artist Market)

60 hours total x $32.18 per hour: $1930.80

Plus Superannuation: $231.70

Plus Public Liability insurance contribution: $200

Selection Criteria

1. Some experience in administration tasks including working with excel and word, social media platforms and content creation.
2. Some experience working on events e.g. theatre, music, exhibitions.
3. Interest in working in arts-based project management and / or creative producing.

To apply:

Please send your CV, with a letter that responds to the selection criteria, and 2 referees to: creative@bendigo.vic.gov.au

Applications close:

5pm, Thursday 22nd October 2026

Interviews:

Friday 30th October 2026

For further information please contact the Creative City Officer:
creative@bendigo.vic.gov.au