

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Curatorial
<b>Position Grade:</b>	Grade 15	<b>Reports to:</b>	Director, Casula Powerhouse Arts Centre
<b>Last review:</b>	May 2022	<b>Next review:</b>	May 2024
		<b>Version No.:</b>	2.0

**Position purpose:**

Manage the Curatorial and Collections team, ensuring the delivery of an innovative, inclusive and progressive, best practice curatorial program in accordance with Liverpool Council and CPAC strategic, business and cultural plans, Oversee the stewardship of the Liverpool City Council Art collection in keeping with industry standards and oversee initiatives to deepen engagement with the collection, both physically and online. Lead and manage the curatorial development and implementation of an exceptional and inclusive program of visual arts exhibitions and engagement experiences, oversee art prize exhibitions and travelling exhibitions including overseeing exhibition logistics and planning.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) Manage the development of annual exhibition program and curating of exhibitions and develop exhibition project management plans in consultation with the Director and other Centre staff.
- 2) Manage all aspects of exhibition program and collections program including research and development and the preparation of related text and publications.
- 3) Assist the Director in the preparation of exhibition, collection, and project budgets. Seek external funding for exhibitions, programs, collection development and maintenance and creative projects through appropriate grant platforms and sponsorships.
- 4) Maintain industry networks and up to date information in relation to industry trends, protocols, partnership opportunities, funding body objectives in relation to the development of annual program and team development.
- 5) Manage the contracting of artists, associate curators, and related professionals and ensure that all contractual obligations and collections licensing requirements are met and relevant Council policies and procedures and industry standards are adhered to.
- 6) Manage exhibition design, timelines and scheduling, implementation install and de-install and ensure set deadlines are met.
- 7) Manage a schedule for timely meetings and provision of exhibition programs and Collection information with CPAC Marketing and Council's Communications team and the the production of printed and on-line material.
- 8) Manage the development of the annual exhibitions and collections budget, track exhibition program budgets, and provide updated quarterly reports to the Director.
- 9) Research and prepare high level written material on the Collection and exhibitions for reports, acquisition proposals, signage, social media posts, catalogues and other associated physical and online publications.
- 10) Develop networks and partnerships to deliver quality programs with community participation and engagement
- 11) Oversee the creation of significance assessments in relation to proposed new acquisitions and artworks within the permanent collection.
- 12) Representing CPAC, including being a guest speaker, at exhibition launches, external arts forums, and conferences and other exhibitions and collections events.
- 13) Oversee the development and implementation of collection management strategies, collection policies and procedures.

- 14) Ensure that effective procedures and systems are in place for the registration, documentation and management of the collection and for the management of information pertaining to the Collection
- 15) Oversee ongoing online Collection initiatives
- 16) Oversee the process of assessment and approval of requests for external loans from the collection
- 17) Oversee the development of engagement programs pertaining to Exhibitions, the Collection and other CPAC cultural activities. Engage in broader Arts and Culture projects across Liverpool Council as required.

**Decisions made in the position:**

- 1) Direct supervision of staff.
- 2) Expenditure within agreed delegation.
- 3) Project research, planning and development.
- 4) Curatorial and Collection related media enquiries.
- 5) Establishment of work-plan priorities for team

**Decisions referred:**

- 1) Expenditure over delegated limit
- 2) Appointment and dismissal of staff
- 3) Changes to CPAC Strategic and Business Plans
- 4) Changes or variations on CPAC policies and procedures.

**Key issues/challenges:**

- 1) Coordinate the implementation of an innovative and inclusive exhibition program.
- 2) Completing tasks within delegated timelines and balancing relevant administrative tasks.
- 3) Coordinate the activities of the Curatorial and Collections Team
- 4) Coordinate partnership development.
- 5) Work effectively with internal and external partners.
- 6) Securing additional grant funding

**Key working relationships:**

- Director, Casula Powerhouse Arts Centre
- CPAC team leaders and staff
- Artists, Arts Organisations, and funding agencies
- LCC Strategic Grants and Funds Officer

**POSITION SPECIFICATION**

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Arts or Museum Studies Tertiary Degree or equivalent experience.
- Current Class C Drivers Licence.

**Experience**

- Demonstrated experience in leading a team in an arts/cultural institution.
- Demonstrated experience in working with emerging and established contemporary artists to develop exhibitions that are innovative, accessible and progressive.
- Experience and confidence in public speaking at functions and events
- High level curatorial experience in developing, planning for and implementing exhibitions and visual arts projects including the selection, research and interpretation of works, preparation of catalogues, negotiation of loans and working with artists.
- Proven ability to curate exhibitions that have been developed with community participation.
- Demonstrated experience in research and writing interpretive texts.
- Experience in meeting contract obligations with artists, associate curators, writers, partners and other arts institutions.
- Proven ability to prioritise work in a deadline-based environment, and to successfully work on multiple projects at once.
- Demonstrated experience in developing exhibition project management plans and coordinating travelling exhibition logistics.
- Proven ability to write grant applications and grant acquittals.
- Experience in coordinating project budgets and ability to stay on budget.

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Experience in operational issues related to the effective management of public galleries.
- Knowledge of audience development concepts and associated issues.
- Up to date knowledge of contemporary arts practice and arts funding landscape.
- Knowledge and understanding of Australian art history, ATSI practice, Pacific arts practice, CALD art practices and emerging arts practices.

**DESIRABLE CRITERIA**

**Qualifications/Licences/Experience/Knowledge and Skills**

- Strong Communication Skills.
- Knowledge of social media applications within the arts.
- Continuing professional development as appropriate.

## **POSITION DESCRIPTION**

Curatorial and Collections Team Lead (POS1334)

- Ability to communicate with a diverse range of stakeholders.

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**