

POSITION DESCRIPTION

Curator (POS 1855)

Directorate:	Community and Culture	Department:	Casula Powerhouse Arts Centre
Position Grade:	13	Reports to:	Curatorial and Collections Team Lead
Last review:	April 2022	Next review:	April 2024
		Version No.:	2.0

Position purpose:

Work as part of the Curatorial and Collections team and assist the Curatorial and Collections Team Lead to develop and deliver an innovative, inclusive and progressive curatorial program incorporating contemporary art exhibitions, engagement programs and creative projects.

The position is a key artistic role at Casula Powerhouse Arts Centre and works with artists, staff, the community and other stakeholders to develop curatorial projects and coordinate project logistics, planning, implementation and evaluation.

Key accountabilities/responsibilities:

Responsible for:

- 1) Curatorial programs incorporating contemporary art exhibitions, engagement programs and creative projects and develop project management plans in consultation with the Curatorial and Collections Team Lead and other Centre staff.
- 2) Work as part of a Curatorial and Collections Team and positively contribute to team processes and outcomes including the successful delivery of exhibitions, engagement programs, collection research and preparation of related text and publications.
- 3) Collaborate with other Teams to deliver programs which create deeper engagement with curatorial projects and the permanent collection.
- 4) Develop funding applications for contemporary art exhibitions, engagement programs and creative projects through appropriate grant platforms and sponsorships.
- 5) Coordinate the contracting of artists, associate curators and related professionals and ensure that all contractual obligations are met and relevant industry standards and Council policies and procedures are adhered to.
- 6) Coordinate partnerships with external organisations on the delivery of an innovative, inclusive and progressive curatorial program of contemporary art exhibitions, engagement programs and creative projects.
- 7) Coordinate and supervise exhibition design, timelines and scheduling, implementation install and de-install and ensure set deadlines are met.
- 8) Coordinate the timely provision of curatorial programs information to Council's Communications team for the production of printed and on-line material.
- 9) Advice on the development of the annual curatorial budget, track exhibition program budgets, and provide updated quarterly reports to the Curatorial and Collections Team Lead.
- 10) Assist in research and preparation of high-level written material on Curatorial and Collection programs for reports, acquisition proposals, signage, social media posts, catalogues and other associated physical and online publications.
- 11) Contribute to 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, media, external arts forums, and conferences and other exhibitions and collections events.

Decisions made in the position:

- 1) Expenditure within agreed delegation.
- 2) Project research, planning and development.
- 3) Conceptualise, implementation and evaluation of projects and exhibitions.

Decisions referred:

- 1) Expenditure over delegate limits.
- 2) Exhibition related media enquiries.
- 3) Establishment of work-plan priorities.

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 partnership development.
- 4) Work effectively with internal and external partners.

Key working relationships:

- Director, CPAC
- Curatorial and Collections Lead.
- Artists, galleries, funding stakeholders and broader community.
- Work effectively with internal and external partners.
- LCC Grants Officers
- LCC Community & Culture Directorate staff
- CPAC staff.

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Art History, Curatorial or Museum Studies Tertiary Degree or equivalent experience.
- Current Class C Drivers License.

Experience

- Demonstrated experience in working with and supporting established contemporary artists and emerging artists to develop exhibition and commission new works for contemporary art exhibition, performance art, engagement programs and creative projects that are innovative, accessible and progressive.
- Demonstrated experience in research, and writing essays, didactic panels and interpretive texts.
- Experience with public speaking and presenting to audiences and media
- Experience developing audience engagement programs creating greater activation of curatorial programs.
- Experience in meeting contract obligations with artists, associate curators, writers, partners and other arts institutions.
- Demonstrated experience in developing exhibition project management plans and coordinating travelling exhibition logistics.
- 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
- 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.
- Knowledge and understanding of Western Sydney arts practice and arts landscape
- Proven ability to work as part of a curatorial team in an effective manner.
- Proven ability to curate exhibitions that have been developed with community participation.
- Proven ability to prioritise work in a deadline based environment, and to successfully work on multiple projects at once.
- Proven ability to write grant applications and grant acquittals.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Strong Communication Skills with the ability to communicate with a diverse range of clients.

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- Ability to work well in a team environment.
- Ability to prioritise multiple tasks.
- Knowledge of social media applications within the arts.
- Continuing professional development as appropriate.

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous