

POSITION DESCRIPTION

Curatorial Assistant and Exhibitions Administrator
(POS2117)

Directorate:	City Community & Culture	Department:	Casula Powerhouse Arts Centre		
Position Grade:	10	Reports to:	Head of Curatorial		
Last review:	November 2019	Next review:	November 2021	Version No.:	2.0

Position purpose:

To assist with the planning and delivery of Casula Powerhouse Arts Centre's exciting exhibition programs, this position will be responsible for administrative duties associated with the planning and successful realisation of exhibitions hosted at the Gallery or any subsequent touring venues. This includes the administration of and monitoring of the contractual obligations for exhibitions including, but not limited to incoming and outgoing touring exhibitions and art prizes. Working with the Curatorial Team the position will also assist with documenting projects, collection of information to draft loan agreements, liaise with artists and galleries, assist with the grant applications and acquittals, curatorial research and the coordination of the installation of exhibitions as required.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting the Curatorial Team with the administration of exhibitions for the delivery of creative and engaging temporary exhibitions and collection displays. Assisting with delegated curatorial research and presentation of exhibitions as required.
- 2) Coordinating logistics and keeping meeting minutes with relevant internal and external stakeholders to ensure the successful launch and delivery of exhibitions.
- 3) Maintaining and updating exhibition processes, in line with Council policy and procedures.
- 4) Maintaining record keeping ensuring that documents are appropriately recorded and filed on Councils electronic record systems (TRIM). This includes documentation and archiving of exhibition programming content such as exhibition spreadsheets, photographic documents and project minutes.
- 5) Under the direction of the Curatorial Team, assist in the coordination of the installation and de-installation of exhibitions at Casula Powerhouse Arts Centre.
- 6) Assist with the drafting and processing grant applications and grant acquittals.
- 7) Liaising with artists, galleries and lending institutions regarding loan of works, and drafting agreements in conjunction with internal stakeholders. This includes negotiating and collection of information for the incoming loan of exhibition packages and lenders.
- 8) Assist the Curatorial team to ensure payment of fees for goods and services in relation to exhibitions are paid in a timely manner.

Decisions made in the position:

- 1) Liaising with artists, galleries and lending institutions.
- 2) Assist with coordinating logistics and administration processes for the launch and delivery of

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exhibitions.

3) Research and information collection for exhibitions.

Decisions referred:

- 1) Financial delegation over approved delegation.
- 2) Confirmation of terms for agreements with artists and galleries.
- 3) Process and policy changes.

Key issues/challenges:

- 1) Prioritise and accurately deliver on competing deadlines within acceptable timeframes.
- 2) Work in a collaborative team environment.
- 3) Provide ongoing efficient administrative support.
- 4) Communicating with a diverse group of artists, arts practitioners, galleries and arts organisations.

Key working relationships:

- Director, CPAC
- Head of Curatorial, CPAC
- Casula Powerhouse team members and Council staff including Registration, technicians, installers, marketing, administration, public program team, facilitators, marketing
- Mayor, Councillors, external stakeholders
- Curator
- Exhibitions and curatorial staff form international, state and regional institutions.
- Freelance curators and project coordinators, publicity team

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Arts Degree and/or relevant experience in a similar role.

Experience

- Demonstrated experience in administrative processes and coordination of exhibitions and projects.
- Demonstrated experience in relation to contractual obligations, tender agreements and procurement processes.
- Demonstrated experience in research and delivery of contemporary art exhibitions including design and installation.
- Demonstrated experience in prioritising competing work, and meeting deadlines.
- Demonstrated experience in coordinating multiple projects, and delivering project based tasks and activities.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Ability to maintain and develop administrative processes and data gathering in relation to exhibitions and projects (eg – regular art prizes).
- Demonstrated ability to communicate effectively, both verbally and written
- Proven ability to work in a team and in effectively dealing with artists, the community and members of the public.
- Broad understanding of the visual arts industry and in particular, contemporary Australian art.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Class C Driver's License.
- Interest and/or understanding in community and cultural development projects and Western Sydney focussed projects
- Ability to use Microsoft Office applications

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous