

POSITION SUMMARY

CURATOR (084)



Directorate	Cultural & Community Services
Section	Art Gallery
Classification	Band 3, Level 2, Grade 7
Position Status	Permanent
Commencing Salary Range	\$1306.80 - \$1372.96
Reports to	Director, Bathurst Regional Art Gallery
Direct Reports	Nil
Work Location	Bathurst Regional Art Gallery

Position Purpose

This role works in collaboration with the Gallery Director to develop, implement and manage the gallery's BRAG's program of exhibitions and events (onsite, offsite and online). The BRAG Curator is responsible for managing BRAG's exhibition program, including in-house curated exhibitions, local artists projects, collection research and development, and touring exhibitions. This role is also responsible for the management and promotion of the Hill End Artists in Residence Program. BRAG is looking for a motivated, multi-skilled individual who thrives in a fast-paced work environment and who can work as part of small team that includes casual and volunteers. This position offers the opportunity to work in a dynamic team environment, for one of NSW's leading regional art galleries.

Key Responsibilities

- Assist the Gallery Director to develop BRAG's forward artistic program consisting exhibitions, programs and events (onsite, off-site, and online)
- Develop, implement and evaluate Gallery programs, including exhibition research, development, management, and administration
- Manage BRAG's incoming and outgoing touring exhibitions program
- Curate in-house exhibitions and special projects drawn from the permanent collection, local and regional artists, the artists of Hill End, and specially curated projects
- Administration and promotion of the Hill End Artists in Residence Program
- Oversee the installation of BRAG exhibitions (both onsite and off-site) in consultation with BRC Collections Manager

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Assist the Gallery Director and BRC Collections Manager with the implementation of procedures for the care of the permanent collection, including procedures for acquisitions, storage, cataloguing, loans, documentation, conservation and research
- Liaise with artists, professionals, organisations, industry networks, community groups and audiences to develop, promote, and enhance Gallery programs and visitor experience
- Assist Gallery Director with the preparation of research, correspondence, reports, funding submissions and acquittals, sponsorship proposals and attend meetings as required
- Oversee the design and production of Gallery signage including fliers, brochures, programs, invitations, labels, and publication management for in-house exhibitions
- Assist the Gallery Director and other staff with the development and delivery of public and education programs and special events as required
- Work with the Gallery Director and other staff to coordinate the design and publication of advertising, marketing and promotional collateral (on and offline) required by the Gallery
- Work closely with the Gallery Director and other staff to identify and develop opportunities to leverage new media and technology to promote and deliver programs to a range of audiences
- Project a competent and friendly image to Gallery patrons, support groups, Council and other staff
- Act on behalf of the Gallery Director as required
- Drive a motor vehicle

Selection Criteria

Essential

- Tertiary qualification in fine arts, museum studies, arts administration or equivalent industry experience.
- Demonstrated understanding of the curatorial and administrative work associated with the development and management of an art gallery, its collection and exhibition program.
- Demonstrated experience in exhibition development, delivery and evaluation, especially in the areas of contemporary Australian/International visual arts practice.
- Demonstrated understanding of exhibition installation procedures including Workplace Health and Safety principles
- High level interpersonal skills and the ability to communicate with a variety of stakeholders including artists, community groups, industry peers, government networks, and funding partners.
- High level research and written communication skills, including preparation of promotional and didactic material for exhibition and publication.
- High level organisational skills including project, event and publications management, and the ability to prioritise workload in a fast paced, dynamic environment.
- Demonstrated experience in grant-writing and acquittals, and knowledge of Australian Federal, State, and Local, private and philanthropic funding programs and support networks.
- High level computer literacy across the Microsoft Office suite, Adobe Creative Suite, website and social media platforms.
- Demonstrated ability to motivate, coordinate, lead and contribute to the work of a

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- small team that includes casual staff and volunteers.
- Current Drivers' License.

Desirable

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Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 9.00 am to 5.00 pm Monday to Friday with 30 minute lunch break
- Out of hours work will be required at times
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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