

Assistant Curator

POSITION DESCRIPTION



Position Number:	3901
Department:	Community Services
Section:	Communities and Culture
Unit:	Art Gallery
Position Status:	Fixed Term Full time
Classification:	Level 4 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Gallery Director / Museum of Art Director
Revised:	March 2021

General Position Statement

This position supports Council's direction by working collaboratively within the Curatorial team, in support and with the guidance of the Curator, in the development and delivery of a varied and innovative artistic program by way of research, interpretation and documentation of collections, digital assets, new acquisitions and commissioned content.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- In line with the exhibition and collection strategies, implement a curatorial program that engages conceptually and physically with the region's community and its visitors to bring about a program that encourages visitation, participation and appreciation of the visual arts.
- Contribute to high-level researched and original written material for briefs, reports, proposals, catalogues, interpretative material, and other associated publications.
- Contribute to the Museum's extensive acquisition and deaccession program by undertaking research, and preparing comprehensive documentation and recommendations for artwork acquisition and deaccessing.
- Support awareness of the collection through the implementation of an outbound exhibition program including programing, contracting, presentation, and reporting.
- Contribute to the implementation and materialisation of the exhibition program, including exhibition design and installation.
- Foster understanding, knowledge and participation of visual arts by supporting the delivery of access and learning opportunities for exhibitions and collections.
- Prepare approvals, contracts, and agreements relevant to curatorial.
- Develop and monitor project plans, coordinate resources and monitor budgets to ensure project milestones are met.

Assistant Curator

POSITION DESCRIPTION



- Deliver on negotiated approvals, contracts, and agreements relevant to curatorial.
- Contribute to the development, implementation and review of procedural manuals and instructions for the areas of responsibility to improve sustainability and productivity, ensuring compliance with Council and unit specific policies, plans and procedures.
- Implement and monitor project budgets, plans and reports relevant to areas of responsibility.
- Contribute to proposals to external funding parties, monitoring deliverables to ensure compliance with agreement requirements.
- Recognise, advise, document and implement risk minimisation to safeguarded people and assets.
- Develop and maintain stakeholder relationships, including representing the institution at events and functions as required.
- Liaise and provide expert advice and assistance to the team and other internal and external customers.
- Supervise and mentor lower classified officers, contractors and volunteers.
- Coordinate and provide training to curatorial staff, contractors and volunteers including internal and external project and event personnel.
- Preparation and distribution of all rosters for staff and stakeholders relevant to curatorial.
- Ensure ethical behaviour in all transactions and dealings to maintain Council's professional reputation.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Knowledge of local, national and international cultural/arts industry and a current knowledge of international museum standards.
- Experience in commissioning, including researching and appointing, contract management, negotiation, budgets and timelines.
- Proven ability to interpret and safeguard collections of high artistic quality, including the ability to recognise the quality of art objects, their conditions, provenance and authenticity.
- Proven ability to conduct research, draft correspondence, prepare reports and publications, prepare and deliver lectures, and build and develop effective working relationships.
- Demonstrated negotiation, influencing and problem-solving skills, including the proven ability to resolve day-to-day operational issues.
- Proven commitment to collaboration, audience and people engagement, with experience putting people first to transform and improve processes and services.
- Ability to develop innovative solutions including the development of work practices, processes and policies that enhance team effectiveness and improve team's customers' experience.
- Demonstrated experience in being part of a multi-disciplinary team, planning and organising tasks/work to meet objectives.
- Experience in budgeting and financial management for curatorial activities.
- Ability to effectively operate Council's computer systems and software including Collection Management Software, Building Management systems and other integrated systems.
- Strong communication, conflict resolution and negotiation skills with the proven ability to manage teams of professional staff and engage with stakeholders.

Assistant Curator

POSITION DESCRIPTION



- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications and Experience

- Demonstrated experience within an art gallery/museum environment.

Desirable Qualifications and Experience

- Degree qualification in Arts History, Visual Arts or Museum Studies (or related discipline).
- Demonstrated experience within an art museum environment, particularly relevant to the activities of curatorial.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.**

Work Environment and Physical Demands

- This position is an indoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and art museum environment.
- Ability to work weekends and outside of normal office hours as required.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Assistant Curator POSITION DESCRIPTION



Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

Assistant Curator

POSITION DESCRIPTION



Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.