

Curator

POSITION DESCRIPTION



Position Number:	3786
Department:	Community Services
Section:	Communities and Culture
Unit:	Art Gallery
Position Status:	Permanent Full Time
Classification:	Level 6 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Gallery Director
Revised:	July 2020

General Position Statement

This position supports Council's direction by leading the development and implementation of quality exhibitions and participatory experiences, across curated exhibitions, incoming and outbound touring, and oversees the development, growth and conservation of Rockhampton Museum of Art collection, in collaboration with Museum of Art Director.

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, develop and implement a curatorial program that engages conceptually and physically with the region's community and its visitors. Developing a program that encourages visitation, participation and appreciation of the visual arts.
- Prepare and contribute to high-level researched and original written material for briefs, reports, proposals, catalogues, interpretative material, and other associated publications.
- In line with the Collection Management Plan, ensure the effective development, care, conservation, preservation and access of the permanent collection.
- Facilitate the Museum's extensive acquisition and deaccession program by undertaking research, and preparing comprehensive documentation and recommendations for object acquisition and deaccessing.
- Support awareness of the collection through the development and implementation of an outbound exhibition program including programing, contracting, presentation, and reporting.
- Lead the preparation, implementation and materialisation of the exhibition program, including exhibition design, fabrication, and installation.
- Plan and coordinate the improvement of storage practices and disaster preparedness.
- Foster understanding, knowledge and participation of visual arts by supporting the development and delivery of access and learning opportunities for exhibitions and collection.

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- Provide expert advice and support to the team ensuring that work is carried out to a high standard in accordance with specifications, codes, practices, policies and procedures.
- Build a high performing team that is results orientated and achieves Council's service levels through direction, collaboration, guidance and embedding a culture of continuous improvement.
- Prepare and negotiate approvals, contracts, and agreements relevant to curatorial, collection and exhibition.
- Contribute to the development of policies, procedure, plans and schedules for the areas of responsibility and regularly review operational efficiency.
- Develop, implement and review of procedural manuals and instructions for the areas of responsibility to improve sustainability and productivity, ensuring compliance with Council policies, procedures and unit specific procedural manuals.
- Contribute to the development, implementation and maintenance of appropriate media, marketing, communication, evaluation and reporting mechanisms for institutional promotion, reporting and evaluation.
- Prepare, implement and monitor project budgets, plans and reports relevant to areas of responsibility.
- Identify and prepare 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.
- Ensure ethical behaviour in all cultural transactions and dealings to maintain Council's professional reputation.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator/Director 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

- Extensive knowledge of Australian and International art history.
- Experience in developing, delivering and reviewing design and production methodologies, budgeting, financial and performance management for curatorial, exhibitions and collections.
- Knowledge of local, national and international cultural/arts industry and a current knowledge of international museum standards, including standards in curatorial, exhibitions, registration and conservation practices in an art museum environment.
- Experience in commissioning, including researching and appointing, contract management, negotiation, budgets and timelines.
- Proven ability to develop and care for collections of high artistic quality, including the ability to recognise the quality of art objects, their conditions, provenance and authenticity to be able to recommend their acquisition or loan.
- Proven ability to conduct research, draft correspondence, prepare reports and publications, deliver lectures and interviews, and build and develop effective working relationships.

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- Demonstrated negotiation, influencing, conflict resolution 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 leading a multi-disciplinary team, planning and organising tasks/work to meet objectives, while ensuring the management of performance and development of staff to promote a positive work environment.
- Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Ability to effectively operate Council's computer systems and software including Collection Management Software, Building Management systems including other integrated systems.

Qualifications

- Degree qualification in Arts History, Visual Arts or Museum Studies (or related discipline) and significant experience within an art gallery/museum environment.

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 15kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and art museum environment.
- Ability to work outside of normal office hours as required, including weekends.
- 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).

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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:	

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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.