

# POSITION DESCRIPTION

<b>Position Title:</b>	Curator
<b>Salary:</b>	\$74,250 (Full Time Equivalent)
<b>Department:</b>	Visual Arts
<b>Type:</b>	Permanent part time – 30 hours per week

## Position Purpose

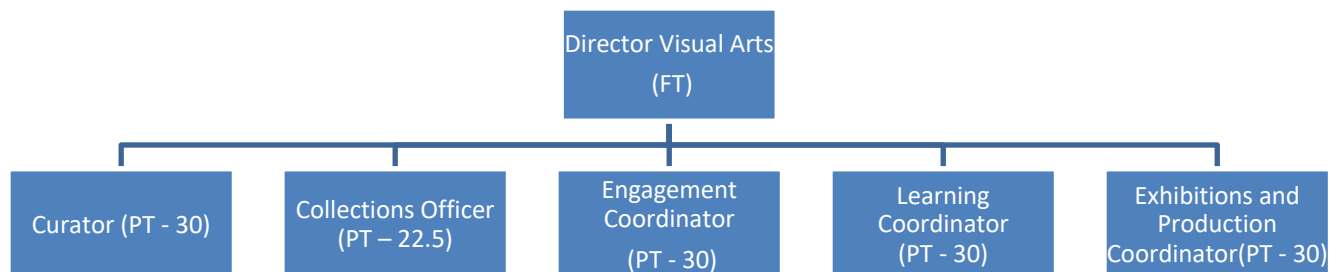
The Curator is a specialist professional role, requiring in-depth knowledge of contemporary art and art history, utilising excellent relationship-building skills to nurture partnerships with external stakeholders including artists, educators, and other arts institutions, whilst creating programs that engage with a diverse range of audiences and community group.

Project management is a core skill required in this position. As Curator you will be expected to undertake curatorial research and develop exhibitions and other artistic activities that respond to the social and cultural conditions of Lewers: Penrith Regional Gallery, its histories, and its position in western Sydney. Equally, the role is required to manage the administration involved in exhibition development including contracting, correspondence, and project management.

The role communicates clearly and effectively, listening, understanding, and modulating to audience needs and expectations. This position works closely with the Director, Visual Arts on the artistic program, ensuring that the Gallery is a vibrant and culturally safe destination in western Sydney, developing local and metropolitan audiences, providing vital cultural services to the local area.

This position is responsible for implementing policies and procedures that relate to the exhibition program in accordance with PP&VA’s organisational policies and the PP&VA Strategic Plan. Exemplifying personal drive, integrity, courage and displaying resilience and a commitment to professional standards, the Curator plays a central role in contributing to the best practices across all Gallery activities, internally and public facing.

## Department Structure



## Key Result Areas

### Curatorial Programs

#### Major Actions

- Work with the Director, Visual Arts to develop the Gallery's exhibition program as well as audience development objects.
- Manage exhibition collateral including didactic panels, introductory texts, and marketing and promotional materials.
- Build positive strategic relationships with community groups, artists, educators, collectors and institutions.
- Keep abreast of best practice in visual arts programming and sector developments, including the public funding landscape.
- Maintain a high level of communication with internal and external stakeholders and a team-based approach to project.
- Work closely with PP&VA's Marketing team to ensure effective communication of activities to diverse and varied audiences.
- Manage planning and delivery of selected publications in collaboration with artists, curators and relevant stakeholders.
- Support ongoing curatorial research and future program development.
- Support public program planning and delivery (in consultation with the Engagement Coordinator) including public speaker and engaging directly with audience.
- Support learning programs through participating in talks and tours.

#### Performance Measures

- An exciting program of exhibitions and events engaging local communities that responds to and critically engages with the cultural landscape of western Sydney.
- Positive relationships and partnerships with community groups, artists, teachers, collectors and institutions.
- Excellent written communication with external stakeholders including audiences.
- Ongoing review and improvement of curatorial practices.

### Project Planning and Management

#### Major Actions

- Coordinate annual exhibition programming and individual exhibition development and implementation, in collaboration with Director, Visual Arts and the Gallery team.
- Implement effective project management tools to maximise efficiencies and streamline activity within a small team.
- Ensure all PP&VA WHS policies and procedures are understood and adhered to by all relevant stakeholders.
- Manage expenditure within allocated budgets for individual exhibitions and contribute to organisational budgeting processes.

#### Performance Measures

- Exhibitions delivered on time and with resource efficiency.
- Exhibitions planned with appropriate level of detail and adequate timing.
- Well-developed processes and safe and efficient WHS procedures.

## Key Result Areas

### Administration

#### Major Actions

- Coordinate artist contracts and manage associated financial arrangements.
- Contribute to organisational reporting including monthly reports and board reports.
- Contribute to the administrative management of the Visual Arts Committee.

#### Performance Measure

- Effective and timely development and delivery of contracts and other legal documentation.
- Effective and timely delivery of reports.
- Effective and timely administration and participation in the Visual Arts Committee.

### Management and Strategic

#### Major Actions

- In collaboration with the Director, develop a rigorous curatorial and exhibitions framework and strategies that delivery on the PP&VA Strategic Plan as well as integrate evaluation and reporting.
- Seek opportunities for public funding and other income potential within the exhibition program.

#### Performance Measures

- Effective curatorial and exhibitions framework and evaluation.
- Successful grants and public funding program.

### 1. Customer Service

#### Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA / The Joan / The Gallery

#### Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

## Key Result Areas

### 2. Corporate Governance and Effective Work Practices

#### Major Tasks

- Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

#### Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System – IMS

### 3. Work Health and Safety (WHS)

#### Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

#### Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

### Qualifications, Experience and Specialist Skills & Knowledge

#### Essential

- Relevant tertiary degree in the field/s of art, art history, cultural studies, art curating or museum management and/or equivalent professional experience.
- Demonstrated knowledge of contemporary art and established relationships within the western Sydney, NSW and national visual arts sector and community.
- Demonstrated ability to initiate, curate and develop innovative exhibition programs.
- Strong interpersonal skills and individual initiative with the ability to work as part of a small team and manage competing deadlines.

#### Desirable

- Unrestricted driver's licence
- Working With Children's Check
- Knowledge of audio-visual equipment and display of new media artworks in a gallery context

### Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

### Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

#### Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

#### Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

## Values and Behaviours

### Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

### Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

### Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

### Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

### Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

### Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals