

POSITION DESCRIPTION

Position Number:	ACUR
Position Title:	Assistant Curator
Division:	People, Place and Liveability
Classification:	Level 4 Step 1 - Level 4 Step 4
Status:	Full Time - Fixed Term (5 year contract)
Hours:	76 Hours Per Fortnight
Reports To:	Curator





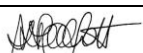
Position Objectives

The Assistant Curator role supports the Curator to plan, prepare and deliver all aspects of the exhibition program, collection management and provide access to the Riddoch through public programs and audience engagement.

Key Result Areas

1. Exhibition - curatorial research and development.
2. Collection - curatorial research and development.
3. Exhibition installation and design.
4. Public programs and engagement.
5. Teamwork and collaboration.

Void without CEO approval:

REVIEWED: Manager		14/02/2025
REVIEWED: General Manager		17/02/2025
APPROVED: Chief Executive Officer		18/02/2025



Key Duties & Responsibilities

1. Exhibition - Curatorial Research and Development

- Support and contribute to the exhibition program, including onsite, touring and online exhibition projects, by providing research, administration support, and writing artwork labels and other interpretation collateral.
- Independently undertake small scale curatorial projects including collection displays.

2. Collection - Curatorial Research and Development

- Contribute to the development of the Collection through writing and managing acquisition proposals.
- Contribute to the interpretation of the Collection across contexts and through a range of written forms including correspondence, reports, significance statements, exhibition texts, online content and other published material.
- Create and maintain accurate records for collection works in the Gallery's Collection Management System (Vernon).
- Work independently and as an active member of the Curatorial team as well as in project specific cross-disciplinary teams.

3. Exhibition Installation and Design

- Assist with exhibition installation tasks as directed by the Curator.
- Practice safe handling of artworks to a professional museum standard.
- Use Google Sketch Up to create layout plans for exhibitions.
- Use a range of hand tools and equipment to prepare and install artworks for public display.
- Perform light carpentry and painting duties as directed by the Curator.

4. Public Programs and Engagement

- Undertake public program activities associated with the exhibitions and collections.
- Actively participate in the delivery of Riddoch education and public programs and other events, including philanthropic activities.
- Develop and maintain professional networks that support the Riddoch and its programs.

5. Teamwork and Collaboration

- Consistently and actively collaborate, positively engage with change management and support effective working relationships with all Council staff.
- Participate in training, development and improvement opportunities and programs.
- Work closely with the Audience Development Lead to produce cohesive, meaningful and original programming outcomes.



6. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

7. Adhere to City of Mount Gambier General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of City of Mount Gambier’s Staff Members.
- Demonstrate and uphold the organisation’s Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation’s customer service charter.



Key Competencies & Selection Criteria

Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate.
- Current satisfactory Working with Children Check (WWCC).
- Current C Class Driver's Licence.

Essential

- Tertiary qualification in Australian art history or an associated field, and a have a demonstrated understanding of Australian history and visual culture.
- Minimum 2 years' experience working in a museum, gallery, cultural setting, or similar environment with an understanding of collection management, including knowledge of gallery exhibition principles and practices and the handling, storage, registration, display, packing and preventative conservation of art collections.
- Experience in supporting curatorial, exhibition coordination, installation and project management in the development and delivery of exhibitions.
- Excellent interpersonal and communication skills both written and oral, in particular writing exhibition and interpretive texts and report writing.
- Demonstrable knowledge and engagement with Australian contemporary art, art history and visual culture.
- Excellent organisational skills, and a self-starter with initiative, problem solving skills and the ability to work well in a team.
- Proven administration skills with a high level of attention to detail, time management skills, and familiarity with a collection management system.
- Strong interpersonal skills with a proven ability to build and sustain positive relationships with team members and stakeholders, and anticipate stakeholder needs and expectations.
- Ability to work independently with limited supervision, manage projects within budget, prioritise workload to effectively perform all duties, and confidently resolve routine problems.
- Able to demonstrate the relationship between organisational goals and operational tasks. Identify problems and think laterally.

Desirable

- Familiarity with arts marketing principles and practices.
- Experience with Google Sketch Up or similar exhibition design software.





Occupant:

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ /_____/_____

Signature

date

