

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Curator	Level	5/6
Business Unit	Leisure and Cultural Services	Position Number	00887
Directorate	Corporate Services	Date Established	April 2008
Reporting to	Visual Arts Officer	Date Updated	May 2022

2. KEY OBJECTIVES

- Develop and coordinate the implementation of visual art events and initiatives consistent with the Leisure and Cultural Services Business Plan and endorsed Cultural Events Calendar.
- Manage and maintain the City's Art Collections in accordance with the *Visual Art Policy, Public Art Policy, Art Collection Management Plan* and the City's record keeping systems.
- Assist the Visual Arts Officer with projects including the Community Art Exhibition and Invitation Art Prize.
- Curate the City's annual art exhibitions, including the Community Art Exhibition and Invitation Art Prize.
- Manage and curate the City's NAIDOC week and Arts in Focus exhibition programs.
- Provide curatorial support to the visual art program by writing, researching and preparing content for marketing and report writing.

3. KEY ACCOUNTABILITIES

- Timely and accurate delivery of assigned work and projects within allocated budget.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan and Strategic Community Plan and other relevant plans and policies.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with WHS legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: City's Art Collection

- Actively maintain the City's Art Collection, including public artworks, with the co-ordination of acquisitions, framing, conserving, maintaining, repairing, storing, hanging, labelling and rotating City art works to best practice gallery standards.
- Manage the Art Collection's database and act as Registrar, ensuring all artwork records are current (photographs, artist and artwork details), new works are added and loans are facilitated to best practice industry standards.
- Undertake maintenance of the City's Public Artworks, as part of the Art Collection.
- Manage the Art Collection budget.
- Undertake research of artists and artworks for the City's Art Collection, artist residency and the Public Art Commissions.
- Provide recommendations of artwork for acquisition, commission or deaccessioning.
- Maintain associated records, ephemera, publications and online profiles for the Art Collection, such as Collections WA.
- Maintain the Art Storeroom for the City's Art Collection.
- Develop policy and guidelines relating to the City's Art Collection to ensure industry best practice such as the *Visual Arts Policy*.
- Liaise with and contract external parties such as artists, insurers, valuers, framers, installers, removalists, documenters and art advisors.
- Assist City officers in matters relating to artworks, including the co-ordination of relocation of works.
- Provide advice, recommendations and reports in relation to the City's Art Collection to Executive Management and Elected Members.
- Promote and conduct tours of the City's collection.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: City's Art Exhibitions (Community Art Exhibition and Invitation Art Prize)

- Assist the Visual Arts Officer with project planning and delivery.
- Assist as directed with the set up and operation of the exhibitions including the maintenance of artworks, and associated programming including workshops and opening events.
- Prepare and organise the installation and de-installation of the exhibitions, including:
 - Liaising with artists regarding the display of exhibited works and ensure compliance of each artwork with terms and conditions for exhibition.
 - Developing and implementing the exhibition installation layouts and providing onsite curation of the works;
 - Coordinating installation crew and contractors, processes, materials and equipment;
 - Installing artworks in keeping with best practice standards, artist instructions, venue requirements and practical considerations.
- Assist with the development and implementation of related Council and educational activities, including conducting exhibition tours and presentations.
- Contribute to marketing materials including callouts and catalogues.
- Recommend acquisitions for the City's Art Collection to the Policy Committee, providing advice and information.

Outcome: City's Art Exhibitions (NAIDOC Week, Joondalup Festival and Arts in Focus)

- Manage project planning and delivery for projects such as exhibitions held as part of NAIDOC week, the Joondalup Festival, and the annual Arts in Focus exhibition.

- Manage relationships with key project stakeholders, including artists, contractors and venue partners
- Manage the set up and operation of the exhibitions including the maintenance of artworks, and associated programming including workshops and opening events
- Manage the installation and de-installation of the exhibitions, including:
 - Coordinating venue partnerships and logistics
 - Liaising with artists regarding the display of exhibited works and ensure compliance of each artwork
 - Developing and implementing the exhibition installation layouts and providing onsite curation of the works
 - Coordinating installation crew and contractors, processes, materials and equipment
 - Installing artworks in keeping with best practice standards, artist instructions, venue requirements and practical considerations.
- Managing any related Council and educational activities, including conducting exhibition tours and presentations.
- Liaising with the Communications and Stakeholder Relations team to prepare and deliver the marketing campaign

Outcome: Artwork Commission Program

- Manage the City’s biennial visual art commission for the Art Collection.
- Research and recommend artists for consideration for the City’s Art Collection.
- Manage expression of interests and selection processes.
- Provide reports and memos to the Policy Committee for commission approvals.
- Develop a project timeline and undertake production including freight and transport.
- Enact project delivery and be the key conduit between the City and all project stakeholders, including selected artists and agents.
- Track stages of the commission and provide reporting on progress.
- Where applicable for visiting regional, interstate or international artists, oversee site visits and residencies to assist development and delivery of the Commission.
- Coordinate any associated programming including community engagement, workshops, public programs and events.
- Complete reporting and accession processes to enter the commissioned work into the Art Collection.

Outcome: Administration

- Develop reports and memorandums.
- Contribute to monthly, quarterly and annual reports.
- Assist with project delivery for visual arts programming.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- High level curatorial skills with the ability to create engaging, accessible and well presented City exhibitions.
- High level art conservation and collection registrar skills.
- High level art installation skills including competency in art handling and exhibition installation.
- High level administrative and production skills related to planning and delivering arts projects and exhibitions (eg: liaising with artists, venues, service providers).

- High level project management, organisation, planning and time management skills.
- High level written, verbal and interpersonal skills.
- High level computer literacy including the Microsoft suite of programs (Word, Excel, PowerPoint, Outlook).

Knowledge:

- Sound knowledge of visual arts sector, particularly in West Australian and Australian contexts.
- Sound knowledge of exhibition installation and art handling procedures.
- Sound knowledge of art collection registrar practices, collection commissioning and conservation, technical and administrative issues relating to the management of an Art Collection.
- Sound knowledge of curatorial principals and considerations.
- Sound knowledge of culturally appropriate protocols for working with artists of different backgrounds and identities, including First Nations artists, Culturally and Linguistically Diverse artists and artists living with a disability.

Experience:

- Demonstrated experience in curating and installing public art exhibitions.
- Demonstrated experience in the accession, maintenance, repair and management of an Art Collection.
- Demonstrated experience in co-ordinating visual art commissions and/or visual arts residencies.

Qualifications/Clearances:

- Tertiary qualifications or progression towards completion of formal studies in Fine Arts or Museum Studies, or equivalent relevant experience.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available for complex matters.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- Provides professional advice related to artwork and curation.
- Establishes work priorities and monitors workflow in areas of responsibility.
- Exercises initiative and judgment where practice and direction are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction.

Internal:

- Council Committees
- Directors and Business Unit Managers
- Leisure and Cultural Services Team
- Communications and Stakeholder Relations

External:

- Community artists
- Professional artists

- Maintenance and installation contractors
- Venue partners and project stakeholders
- Print and electronic media providers
- Arts and heritage organisations
- Local interest groups and organisations
- Visual arts industry and peers
- Educational institutions
- Major regional stakeholders
- Ratepayers and the general public
- State and federal arts agencies
- State and federal funding organisations
- Sponsors
- State and federal politicians
- Other local authorities

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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