

<b>The Position:</b>	<b>Curator, Contemporary Art</b>
<b>Position Number/Classification:</b>	0233 / VPS 4.1
<b>Reports to:</b>	Senior Curator, Contemporary Art
<b>Work Unit:</b>	<b>Curatorial – Contemporary Art</b>
<b>Organisation:</b>	National Gallery of Victoria
<b>Location:</b>	180 St Kilda Rd, Melbourne 3004
<b>Date of Review</b>	April 2016
<b>Vision</b>	Creating an inspiring future: Enriching our understanding of art and life.
<b>Primary focus of the position:</b>	This position will have responsibility for an area of the collection under the direction of the Senior Curator, Contemporary Art. As one of a team of four staff, this position will work alongside the Senior Curator, another Curator and an Assistant Curator, to make a tangible and effective contribution to Departmental planning, projects and activities.
<b>1. Accountabilities (duties):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. In consultation with the Senior Curator, identify and recommend works for acquisition in accordance with departmental priorities and Gallery guidelines and complete supporting documentation where required.</li> <li>2. In consultation with the Senior Curator, initiate, research, develop and coordinate exhibitions in accordance with departmental requirements. Assist with other NGV exhibitions and programs as required.</li> <li>3. Initiate research, produce texts and contribute to the production of publications, as relevant to departmental needs and priorities.</li> <li>4. Participate in formal and informal programs, lectures and seminars linked to the Gallery's collection and exhibition program, and departmental activities and priorities.</li> <li>5. Represent the Gallery to external patrons, corporate supporters, Government representatives and other stakeholders, including giving presentations and floor talks and contributing to planning and hosting local, national and international events, as required.</li> <li>6. Establish and maintain a network of contacts with local and international donors, collectors and dealers in order to locate works and negotiate for acquisition, loan and exhibition; and artists, academics and colleagues across the field locally and internationally to maintain an awareness of new developments and current scholarship within the field of Contemporary Art. Visit relevant exhibitions, as required.</li> <li>7. Contribute to the development and implementation of Gallery policy including in relation to the NGV's collection of Contemporary Art. Assist with departmental administration and ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>8. Supervise and/or mentor volunteers, tertiary students and junior staff where required.</li> <li>9. Contribute to team, departmental and inter-departmental goals and participate in and support organisational change initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.</li> </ol>
<b>2. The person – Key Selection Criteria</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Specialist knowledge of Australian and International contemporary painting, sculpture and moving image gained from demonstrable experience in an international art context and supplemented with a tertiary qualification in Art History, Fine Arts or equivalent.</li> <li>2. Appropriate art museum experience and ability to contribute to the development of acquisitions, exhibitions, publications, educational and public programs, collection</li> </ol>

	<p>management and policies relating to Contemporary Art.</p> <ol style="list-style-type: none"> <li>3. <u>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice.</li> <li>4. <u>Project management</u>: produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified, regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues.</li> <li>5. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, cooperates and works well with others in the pursuit of team goals and collaborates and shares information.</li> <li>6. <u>Verbal communication</u>: confidently conveys ideas and information in a clear and interesting way when delivering lectures and interviews, uses negotiation skills to liaise with a wide range of internal and external contacts and sees things from others' points of view and confirms understanding.</li> <li>7. <u>Written communication</u>: ability to conduct research and prepare catalogue essays and didactic information as well as letters, emails, proposals and reports using clear, concise and grammatically correct language using appropriate styles and formats and ensuring that written communications contain the necessary information to achieve their purpose.</li> <li>8. <u>Self-management</u>: plans and prioritises work to ensure outcomes are achieved, demonstrates capacity for sustained effort and hard work, able to work within the confines of program budgets, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains calm and in control under pressure and takes responsibility for own actions.</li> </ol>
<b>3. Other relevant skills, knowledge &amp; experience</b>	<ul style="list-style-type: none"> <li>• Proven ability in the supervision, training and development of staff and/or volunteers.</li> <li>• Proven experience and confidence in the safe handling of works of art.</li> </ul>
<b>4. Key Relationships</b>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Senior Curator, Contemporary Art;</li> <li>• Other Curatorial staff and NGV departments including Conservation, Registration, Exhibitions and Collections Operations, Media and Public Affairs, Marketing, Publications, Exhibition Management, Design, and Multimedia and Public Programs.</li> <li>• Executive Management Team;</li> <li>• Artists and artists' representatives; donors and lenders, peers and colleagues from other art organisations, as well as editors, writers and academics, and representatives from media and education sectors;</li> <li>• Volunteers, interns and support groups such as the voluntary guides;</li> <li>• Donors, Corporate Sponsors and grant givers.</li> </ul>
<b>5. Other relevant information</b>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li> <li>• It is the employee's responsibility to familiarise themselves with, understand and adhere</li> </ul>

	<p>to NGV's Policies and Procedures as varied from time to time.</p> <ul style="list-style-type: none"> <li>• The NGV requires all employees to have an understanding of its Risk Management Framework.</li> <li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li> <li>• All new appointments are subject to a three month probationary period which may be subject to review.</li> </ul>
<p><b>6. About the role statement</b></p>	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
<p><b>7. Manager Authorisation</b></p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>
<p><b>8. Employee Acceptance</b></p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>