



ROLE STATEMENT

THE POSITION:	SENIOR CURATOR, PHOTOGRAPHY
POSITION NUMBER/CLASSIFICATION:	VPS 6.1
REPORTS TO:	Assistant Director, Curatorial & Audience Engagement
WORK UNIT:	Curatorial
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	August 2024
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for the management of the Photography curatorial department and collection.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none">1. Bring demonstrated senior experience in the field to the role to develop the Photography collection, including contributing expertise to the development and execution of the NGV Collections Strategy and leading the planning, research, development and coordination of relevant displays, exhibitions, projects and partnerships in accordance with organisational requirements.2. Draw upon demonstrated people management experience to lead and manage the Photography curatorial department by aligning the team with the organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment.3. Contribute at a senior level to departmental and cross-departmental curatorial planning, including bringing extensive strategic planning experience to contribute new ideas and approaches to historical and contemporary photographic practices and expanded/new media and achieve agreed outcomes.4. Ensure the safekeeping of the Photography collection, including following acquisition policies and procedures, registration, cataloguing, conservation, handling, display and storage procedures, and ensuring that administration and collections management processes are being successfully undertaken.5. Contribute to relevant Curatorial and Audience Engagement initiatives, such as NGV publications and audience engagement and learning programs, including research, writing and presentations; actively participate in the development of a program of research and communication to raise awareness of and promote the NGV Photography collection and exhibitions nationally and internationally.



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	<ol style="list-style-type: none"> 6. Perform a senior and strategic role in developing and maintaining relationships with internal and external stakeholders, including local, national and international collectors and commercial galleries, advisors and consultants; negotiate loans, purchases and donations; advise and report on loan requests as required; actively engage, build and broaden the supporter base for Photography; represent the NGV in internal and external forums, as required. 7. Ensure the maintenance and collation of verbal, written and statistical records and assist with reports and proposals, ensuring records are created and managed according to the Records Management policy and procedures. 8. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours. Actively participate as a senior staff member of cross-departmental and strategic projects as required.
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. A relevant post-graduate tertiary qualification and extensive experience in, and specialist knowledge of art history and/or contemporary art combined with demonstrated high level curatorial and/or institutional experience particularly within the area. 2. <u>People management and developing others:</u> actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibilities to further the development of others. 3. <u>Strategic planning:</u> thinks at the 'big picture' level, entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames and translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility. 4. <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. 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; cooperates and works well with others in the pursuit of team goals, collaborates and shares information and encourages resolution of conflict within a group. 6. <u>Communication:</u> uses understanding of individuals to get the best outcomes for the person and organisation, gains agreements to proposals and ideas, communicates orally in a manner which is clear, fluent and holds the audience's attention, clearly understands the target audience and the objectives of the communication, prepares complex briefs, letters, emails, reports and publications using clear, concise and grammatically correct language and ensures appropriate style and formats are used. 7. <u>Decisiveness:</u> makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions,



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	<p>sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required.</p> <p>8. <u>Project management</u>: uses understanding of political sensitivities to actively champion the project, provides guidance and support to project managers to identify risks and overcome obstacles, quickly sums up complex options and recommends a clear way forward, monitors overall project performance against project plans and influences key stakeholders to support the project.</p> <p>9. <u>Drive and commitment, initiative and accountability</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment, proactive and self-starting, seizes opportunities and acts upon them and takes responsibility for own actions.</p>
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Demonstrated experience using collection management databases highly desirable • Demonstrated knowledge of national and international art markets, and national and international collections.
<p>4. KEY RELATIONSHIPS</p>	<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"> • Executive Management Team, Associate Directors and staff • Other Senior staff within the Curatorial and Audience Engagement departments including Curatorial, Publications, Photographic Services and Library, Audience Engagement, Public Programs, Learning, Membership and Customer Service • Other staff, including those from Conservation, Registration, Fundraising and Events, Marketing, Media and Corporate Partnerships, Finance, Exhibitions Management, Multimedia and Design, Governance, Policy, Planning, and IT • External organisations, partners and individuals
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • HR Delegation – Level 6 (refer to Schedule of HR Delegations). • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Managers/Supervisors are responsible for ensuring that the NGV’s Risk Management Framework is adopted and incorporated into business planning and work activities, and that they identify and control risks within their line of control. • In line with the Child Wellbeing and Safety Act 2005 (Vic), the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are



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	<p>required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.</p> <ul style="list-style-type: none">• Conditions of employment are pursuant to the NGV's Enterprise Agreement.• Employees are required to ensure that they understand and adhere to NGV policies & procedures as varied from time to time.• All new appointments are subject to a three-month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>