



## POSITION DESCRIPTION

<b>The Position:</b>	<b>Assistant Curator</b>
<b>Reports to:</b>	Senior Curator
<b>Division, Work Unit:</b>	Cultural Programming
<b>Term:</b>	0.8 position (4 days per week) – 2-year contract
<b>Salary:</b>	Level 2C – \$75,000 per annum full time (pro-rated to \$60,000) + 11.5% super
<b>Start Date:</b>	Early October 2024
<b>Location:</b>	55 Little Malop Street, Geelong VIC 3220
<b>1. Gallery Purpose:</b>	Geelong Gallery's purpose is to provide an experience of art that will enrich people's lives.
<b>2. Primary focus of the position:</b>	<p>The primary focus of the position is:</p> <p>To support and contribute to the development and delivery of the exhibition program, with specific focus on the research, management, interpretation, and presentation of the Colin Holden Print Collection (CHPC). The CHPC is on long-term loan to Geelong Gallery and comprises over 1,500 Australian and international prints, bookplates, archival records and reference books.</p> <p>This role reports directly to the Senior Curator, and forms part of the Cultural Programming team under the Senior Curator's management. There will also be direct liaison with the role of Curator. The Assistant Curator role is a multitasking one operating in a flexible and collaborative team environment.</p>
<b>3. Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Under the direction of the Senior Curator, undertake administrative and research activities in support of the exhibition and acquisitions programs including preparation of Acquisition Proposals.</li> <li>2. Catalogue works from the Colin Holden Print Collection (CHPC) and ensure collection records are maintained; complete research on works for exhibition, visitors, publication, and media applications.</li> <li>3. Develop exhibition proposals based on works from the CHPC; research, prepare and write exhibition and scholarly interpretive texts; source images for reproduction and secure copyright clearances; liaise with artists, photographers and other relevant parties, as directed.</li> <li>4. Take a lead role in curatorial tasks for the biennial 2025 Geelong Acquisitive Print Awards, including layout, interpretation, program participation and media promotion.</li> <li>5. Provide content to support the Gallery's Exhibitions Management, Learn &amp; Audience Engagement, and Visitor Services staff pertaining to exhibitions of works from the CHPC and other collection displays, including texts, images and captions, exhibition briefings, floor talks etc.</li> </ol>

	<ol style="list-style-type: none"> <li>6. In consultation with the Gallery's Collection Manager, manage the care of the CHPC ensuring the collection is maintained to the highest standards; complete the mounting and re-housing project and ongoing identification of conservation priorities.</li> <li>7. Promote and facilitate access to the CHPC to researchers, artists and members of the public (by appointment).</li> <li>8. Develop and maintain a wide network of artists, collectors and museum sector colleagues.</li> <li>9. Participate in other Gallery and associated organisational initiatives and activities as required.</li> </ol>
<b>4. Professional practice</b>	<ol style="list-style-type: none"> <li>1. Contribute to and support the Geelong Gallery purpose and the goals of the Gallery's Strategic Plan.</li> <li>2. Ensure a collegiate, safe and healthy environment for colleagues, visitors and stakeholders.</li> <li>3. Participate in and assist with Geelong Gallery's corporate life and activities and perform duties, if required and deemed appropriate, in addition to the above key responsibilities.</li> </ol>
<b>5. Key Selection Criteria:</b>	<p>The successful candidate must possess the following attributes to be considered for, and to perform to the expected standard in this role:</p> <ol style="list-style-type: none"> <li>1. Appropriate graduate or post-graduate qualifications in fine arts, visual arts, and/or curatorial studies.</li> <li>2. Demonstrable experience or special interest in the history and contemporary practices of printmaking.</li> <li>3. Sound knowledge of the functions and roles of a major art museum, gained from practical curatorial experience within a public gallery or museum environment.</li> <li>4. Demonstrable research and development of exhibition content, checklists and cataloguing skills.</li> <li>5. Demonstrated ability to undertake original research and to prepare copy for various applications including text panels, work labels, artist's biographies, media releases etc.</li> <li>6. Excellent communication and interpersonal skills.</li> <li>7. Proven administration experience, with particular emphasis on multitasking; management of competing priorities and tight deadlines.</li> </ol>
<b>6. Organisational relationships</b>	<ul style="list-style-type: none"> <li>• Reports to the Senior Curator</li> <li>• Internal liaisons – Director &amp; CEO and all Gallery staff and Gallery support groups</li> <li>• External liaisons – members of the public, exhibiting artists, casual staff and contractors (such as photographers)</li> </ul>
<b>7. Other relevant skills, knowledge &amp; experience:</b>	<p>The successful candidate should also have:</p> <ol style="list-style-type: none"> <li>1. A demonstrated knowledge of historical, modern and contemporary Australian and international art.</li> <li>2. Demonstrated specialisation in the field of prints is highly desirable.</li> <li>3. Demonstrated ability to prepare accessible texts for public presentation and an ability to communicate to the wider public through floor talks and presentations in relation to exhibitions and the Colin Holden Print Collection.</li> <li>4. Highly organised with a flexible approach when dealing with competing priorities.</li> <li>5. Working with children check.</li> <li>6. An appreciation for cultural diversity and an ability to work with people from diverse backgrounds.</li> </ol>
<b>8. Other relevant information:</b>	<ul style="list-style-type: none"> <li>• The successful candidate will be subject to a six-month probationary period.</li> <li>• Office hours are 9.00am to 5.30pm Monday to Friday with weekend and after-hours work when required. Days of employment to be negotiated upon offer of position.</li> </ul>

	<ul style="list-style-type: none"> <li>• The successful applicant will be required to undergo security clearances performed by the Victorian Police Records Check.</li> <li>• Geelong Gallery is an Equal Opportunity Employer and operates a smoke-free work environment.</li> </ul>
<b>9. About the role statement:</b>	This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.

**Closing date: Friday 26 July, 5pm**

Applications should include a covering letter addressing the Key Responsibilities and additional paragraphs addressing the Key Selection Criteria of the Position Description.

**Applications should be submitted to**

[employment@geelonggallery.org.au](mailto:employment@geelonggallery.org.au)

Human Resources

Geelong Gallery

55 Little Malop Street

Geelong VIC 3220

Confidential telephone conversations to discuss this role can be arranged with the Senior Curator, Lisa Sullivan [lisa@geelonggallery.org.au](mailto:lisa@geelonggallery.org.au)