



## POSITION DESCRIPTION

<b>The Position:</b>	<b>Curatorial Assistant</b>
<b>Reports to:</b>	Senior Curator
<b>Division, Work Unit:</b>	Cultural Programming
<b>Term:</b>	0.8 position for fixed 2 year period (1 July 2019 to 30 June 2021)
<b>Salary:</b>	\$65,606 per annum (pro-rated to \$52,482) + 9.5% superannuation
<b>Location:</b>	55 Little Malop Street, Geelong VIC 3220
<b>1. Gallery Mission:</b>	Geelong Gallery aims to contribute to the life and well-being of the city by operating the best regional gallery in Australia, with strong community engagement based on the excellence of its collection, its innovative exhibitions, and its creative lifelong learning experiences.
<b>2. Primary focus of the position:</b>	<p>The primary focus of this position is:</p> <p>To support and contribute to the development and delivery of the exhibition program, and the research, interpretation and presentation of the Gallery's permanent collection, in particular Geelong Gallery's outstanding collection of printmaking and work on paper, and with a special focus on the Colin Holden Print Collection.</p> <p>This role reports directly to the Senior Curator, and forms part of the Cultural Programming team under the Senior Curator's management. The Curatorial Assistant 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 program.</li> <li>2. 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>3. Catalogue works from the Colin Holden Print Collection, and complete research on works from the collection for visitors, publication, and media applications.</li> <li>4. Provide content to support the Gallery's Exhibitions Management, Audience &amp; Engagement, and Visitor Services staff pertaining to the Gallery's exhibitions and collection displays.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Undertake administration pertaining to the Gallery's acquisitions program, including works acquired under the Australian Government's Cultural Gifts Program and liaison with donors, approved valuers and relevant Government departments.</li> <li>6. Develop and maintain a wide network of artists, collectors and museum sector colleagues.</li> <li>7. 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 mission 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 in order 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. Demonstrable research and development of exhibition content, checklists and cataloguing skills.</li> <li>4. 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>5. Excellent communication and interpersonal skills.</li> <li>6. Sound knowledge of the functions and roles of a major art museum, gained from practical experience within a museum environment.</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. Work experience in a public gallery or similar organisation is desirable.</li> <li>2. Highly developed communication and interpersonal skills with a demonstrated knowledge of historical, modern and contemporary Australian art.</li> <li>3. Specialisation in the field of prints is highly desirable.</li> <li>4. 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 Gallery's permanent collection.</li> <li>5. Highly organised with a flexible approach when dealing with competing priorities.</li> <li>6. Working with children check.</li> <li>7. 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> <li>• The successful applicant will be required to undergo security</li> </ul>

	<p>clearances performed by the Victorian Police Records Check.</p> <ul style="list-style-type: none"> <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: Monday 24 June, 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 the attention of Lisa Sullivan, Senior Curator at [lisa@geelonggallery.org.au](mailto:lisa@geelonggallery.org.au) or**

Human Resources  
Att: Lisa Sullivan  
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)