



ROLE STATEMENT

THE POSITION:		CURATORIAL PROJECT OFFICER, CONTEMPORARY ART
POSITION NUMBER/CLASSIFICATION:	0444 / VPS 3.1	
REPORTS TO:	Senior Curator, Contemporary Art	
WORK UNIT:	Curatorial - Contemporary Art	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	February 2017	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This position is responsible for the provision of a range of curatorial and administrative duties under the direct supervision of the Curators of Contemporary Art. The incumbent should possess strong analytical skills, superior writing skills, excellent administrative and project coordination skills, and a sound knowledge of the history of Australian and International contemporary art.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Contribute to the successful operations of the Department; including administration, research, and curatorial support. 2. Provide high quality administrative support for the department including project schedules, travel planning, departmental calendars, preparing paperwork and correspondence. Respond to general enquires related to the collection, exhibitions and departmental activities. 3. Assist the Curators with the development and implementation of gallery displays and exhibitions. 4. In consultation with the Curators, contribute to the safekeeping, maintenance and augmentation of the collection. Draft acquisition reports and cultural gift applications and administer department acquisition process. 5. In consultation with the Curators, research, collate and produce content for publication, online and marketing material related to the collection, exhibitions and public programs. 6. In consultation with the Curators and the Public Programs department, deliver or participate in floor talks, presentations and panels linked to the department's exhibition program and collection. 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. 	



ROLE STATEMENT

	<p>8. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours</p>
<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. Specialist knowledge of Australian and International contemporary art supplemented with a Fine Art, Curatorial or relevant tertiary qualification and direct or transferrable experience in exhibition and project management, publishing and research within a related setting. Previous experience in administering or assisting with exhibitions, public programs or collections and a sound knowledge of the creative industries is desirable. 2. <u>Initiative, accountability and flexibility</u>: proactive and self-starting, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas, accepts changed priorities without undue discomfort and recognises the merits of different options and acts accordingly. 3. <u>Relationships</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and builds trust through consistent actions, values and communications. Cooperates and works well with others in the pursuit of team goals, collaborates and shares information and shows consideration, concern and respect for others’ feelings and ideas. 4. <u>Communication</u>: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections. Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose. Confidently conveys ideas and information in a clear and interesting way. 5. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of services and monitors client and stakeholder satisfaction. 6. <u>Environmental scanning</u>: contacts others, not immediately involved to obtain their perspective and expertise, consults experts to gain broader and deeper understanding of a specific issue and seeks underlying reasons for an issue. 7. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment. 8. <u>Planning and project management</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and find effective ways to deal



ROLE STATEMENT

	<p>with them. Regularly communicates with, and supports project team members.</p>
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience with accepted cataloguing and image management procedures would be an advantage. • Ability to undertake research. • Possess a flexible and co-operative approach to team work.
<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"> • Senior staff within the Department of Contemporary including Senior Curator and Curators of Contemporary Art; • NGV staff across various departments including Conservation, Curatorial, Exhibitions and Collections Operations, Exhibition Design, Exhibitions Management, Marketing and Registration; • Support groups such as NGV Voluntary Guides; • Contemporary artists and their representatives; • Professional museum and gallery colleagues, including staff of independent not-for-profit art spaces, university art museums, etc. • Commercial gallerists, collectors, donors and patrons; • Volunteers and interns; and • NGV visitors.
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • 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 required to undergo Human Resources and Risk, Safety, Security and Environment Inductions. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • The NGV requires all employees to have an understanding of its Risk Management Framework. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a three month probationary period which may be subject to review.
<p>6. ABOUT THE ROLE STATEMENT</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</p>



ROLE STATEMENT

	statement. In addition to this document, the specifics of the <i>incumbent's</i> 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.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____