## ROLE STATEMENT

### THE POSITION: CURATOR, AUSTRALIAN PAINTING, SCULPTURE AND DECORATIVE ARTS TO 1980

| POSITION NUMBER/CLASSIFICATION: | 0020 / VPS 5.1 |
| REPORTS TO: | Senior Curator, Australian Painting, Sculpture and Decorative Arts to 1980 |
| WORK UNIT: | Curatorial – Australian Painting, Sculpture and Decorative Arts to 1980 |
| 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, working closely with the Senior Curator, Australian Painting, Sculpture and Decorative Arts to 1980, will have responsibility for a significant program of exhibitions, publications and public programs and for the development and maintenance of the collection.

### 1. ACCOUNTABILITIES (DUTIES):
In fulfilling the primary focus of the position the incumbent will typically:

1. Work closely with the Assistant Director, Curatorial and Collection Management and the Senior Curator, Australian Painting, Sculpture and Decorative Arts to 1980 to help build the NGV’s collection in Australian Painting, Sculpture and Decorative Arts to 1980 by sourcing and recommending appropriate acquisitions.

2. Initiate, research and develop new exhibitions in Australian art in accordance with departmental requirements and in consultation with the Senior Curator, Australian Painting, Sculpture and Decorative Arts to 1980. Coordinate permanent collection changeovers and gallery displays.

3. Work closely with Audience Engagement, Corporate Partnerships, Marketing and Multimedia to provide curatorial expertise on the scoping and implementation of major partnerships showcasing the Australian Art collection.


5. Initiate, research and produce publications on the collection of Australian Painting, Sculpture and Decorative Arts to 1980 and initiate, coordinate and implement programs, lectures and seminars linked to the Gallery’s exhibition program and collection.

6. Supervise volunteers, tertiary students and other staff, as required.

7. Lead and participate in collaborative cross-disciplinary project teams, as required.
8. Ensure that records are created and managed according to the Records Management policy and procedures.

9. Build and maintain a professional network with local, interstate and international artists, collectors, dealers, galleries and museums and other cultural institutions. Maintain and increase skills base and knowledge, share information and provide identifiable benefits for the NGV. Represent the NGV in external forums and deliver public programs, lectures, seminars and symposiums, as required.

10. Support organisational change initiatives by participating in and supporting department / team goals and modelling NGV values and behaviours. This also includes ensuring a safe and healthy environment.

2. THE PERSON – KEY SELECTION CRITERIA

To achieve the purpose of the position, the following attributes are required:

1. Specialist knowledge of the history, theory and development of Australian Art supplemented with a tertiary qualification in Fine Arts or similar and relevant experience within a major art museum of international standing.

2. Creativity and innovation: 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.

3. Organising and planning: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them.

4. Relationship building: 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 communications, cooperates and works well with other in the pursuit of team goals and collaborates and shares information.

5. Communication: confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses understanding of individuals to get the best outcomes for the person and organisation, builds behind-the-scenes support for ideas to ensure buy-in and ownership and edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.

6. Drive and commitment: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, remains calm and in control under pressure, seizes opportunities and acts upon them and enjoys a vigorous and dynamic environment.

7. Environmental scanning: monitors external sources and identifies underlying trends, develops, maintains and uses a variety of systems, processes, and sources to gather information and gain deeper
### 3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

- Demonstrable experience in the display of paintings, sculpture and decorative arts.
- Proven experience and confidence in the safe handling of works of art.

### 4. KEY RELATIONSHIPS

- Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:
  - NGV Senior Curators and Curators of Australian Painting, Sculpture and Decorative Arts to 1980.
  - NGV staff across various departments including Curatorial, Registration, Conservation, Exhibitions and Collections Operations, Marketing, Exhibition Management, Design and Multimedia.
  - Australian artists.
  - Professional museum colleagues; staff at not-for-profit art spaces; editors, writers and academics; media and education sectors.
  - Commercial gallerists.
  - Support groups such as voluntary guides.
  - Volunteers and interns.
  - NGV Visitors.

### 5. OTHER RELEVANT INFORMATION

- 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 & Environment Inductions.
- In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- 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.

### 6. ABOUT THE ROLE STATEMENT

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.

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