ROLE STATEMENT

THE POSITION:	**CURATOR, CONTEMPORARY ART**
POSITION NUMBER/CLASSIFICATION:	0194 / VPS 4.1
REPORTS TO:	Senior Curator, Contemporary Art, Architecture & Design
WORK UNIT:	**Curatorial**
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	November 2021

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, including exhibitions and displays, and the development and collection management of the Contemporary Art collection.
1. ACCOUNTABILITIES (DUTIES):	In fulfilling the primary focus of the position, the incumbent will typically: 1. In consultation with the Senior Curator, key executive management staff and broader NGV Curatorial departments where necessary, identify and recommend works for acquisition in accordance with the NGV Collections Strategy, acquisitions policy and procedures, and complete associated supporting documentation and collections management processes, such as cataloguing. 2. Contribute to the planning, research, development and coordination of displays and exhibitions in accordance with departmental requirements. Participate as an active member of cross-departmental projects as required. 3. Undertake administrative duties including maintaining accurate records, budgets, schedules and contacts, drafting correspondence, processing financial administration, and responding to inquiries. 4. Contribute to relevant Curatorial and Audience Engagement initiatives, such as NGV publications and audience engagement and learning programs, including research, writing and presentations. 5. Support the awareness of the NGV Collection and Contemporary Art collection area through engaging with internal and external stakeholders, including donors, corporate partners, Government representatives and other stakeholders, artists, designers, museums and galleries, volunteers and audiences. 6. As required, lead staff and teams by aligning them with 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. 7. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 8. 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. 9. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours.
2. THE PERSON – KEY SELECTION CRITERIA	To achieve the purpose of the position, the following attributes are required: 1. Specialist knowledge of Australian and International contemporary art supplemented with a related tertiary qualification and direct or transferrable experience in curatorial practice, exhibition and project management, publishing or research within a related setting. Demonstrated experience in administering or assisting with exhibitions, public programs or collections and a sound knowledge of the creative industries is desirable. 2. Initiative, creativity, accountability and flexibility: Proactive and self-starting. 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. Seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable and recognises the merits of different options and acts accordingly. 3. Relationship building and teamwork: 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 others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 4. High-level communication skills: Confidently conveys ideas and information in a clear and interesting way. Understands and meets the needs of the target audience. Demonstrated skill in planning, writing and editing engaging content for different audiences, including learners of different levels and experience. 5. Service excellence: 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. Drive and commitment: 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. 7. Organising, planning and project management: Develops and implements processes, tasks and resources required to achieve a goal, including systems and procedures to guide and track work progress. Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. Produces budgets and project plans where objectives are clearly defined and action steps for achieving them are clearly specified. Regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	• Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business • Flexibility to work weekends and evenings • Demonstrated experience using collection management databases, such as Vernon, highly desirable
4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: • Executive Management Team, Associate Directors and staff • Senior Curator, Contemporary Art, Design and Architecture and staff • Other staff within Curatorial and Audience Engagement departments, including Curatorial, Publications, Photographic Services and Library, Audience Engagement, Public Programs, Learning, Membership and Front of House. • Other staff, including those from Conservation, Registration, Marketing, Media and Corporate Partnerships, Fundraising and Events, Finance, Exhibitions Management, Multimedia and Design, Governance, Policy, Planning, and IT. • External organisations, partners and individuals.
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.

	• 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.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____