

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Assistant Director- Curatorial	
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
<b>Band 8</b>	
<b>DEPARTMENT</b>	<b>DIVISION</b>
<b>Art Gallery of Ballarat</b>	<b>Economy and Experience</b>
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	<b>Art Gallery of Ballarat</b>

## Position Objectives

- Drive and curate the delivery of an innovative program of historical and contemporary exhibitions, permanent Collection displays, public space projects, commissions, Collection development initiatives and displays.
- Provide leadership and direction to provide public access to, engagement with, and growth and management of the Art Gallery of Ballarat Collection.
- Provide strategic and intellectual leadership to the curatorial team to enable increased visitation, enriched reputation and brand profile, enhancement of public value, and achievement of the Gallery's strategic and business objectives.
- Inspire big-picture thinking and creativity in staff; share research and engage the team in robust critical thinking; develop innovative strategies that advance the Gallery's stature and reach; and inspire and guide collaboration across the Gallery.

## Key Responsibility Areas

### Management

- As a member of the Gallery's leadership team, contribute to the effective governance of the Gallery, participating in business and strategic planning, setting key priorities and targets, and advocating new approaches to achieving organisational outcomes informed by high quality, expert advice, sound evidence and professional knowledge.
- Implement a strong and innovative strategic plan for the Gallery with an emphasis on curatorial excellence, audience development, commercial and community partnerships and business and event attraction
- Provide leadership and guidance, and set performance expectations for the curatorial team to ensure alignment with the Gallery's overall objectives and targets
- In collaboration with the Director Art Gallery of Ballarat, assist with the management of the Gallery and ensuring that it is a welcoming place to visit and is maintained in accordance with City of Ballarat's risk management strategies for staff and public
- Assist with the preparation and monitoring of all curatorial aspects of the Gallery's business plan and budget and to ensure cost effective performance management of the Gallery
- Responsible for the management of Gallery staff, developing quality concepts, ensuring cohesive team-work, communication and consultative practices and the monitoring and evaluation of performance to agreed plans
- Actively cultivate relationships with existing major and potential donors, foundations, collectors, and work collaboratively with the Director Art Gallery of Ballarat and Assistant Director Engagement on fundraising and donor stewardship for the Gallery's content and programs.
- Actively work with and lead volunteers, interns and students including Gallery Guides to ensure they are across Gallery exhibitions, Collection and gallery practice
- Support and nurture a creative, imaginative and innovative organisational culture that is committed to continuous quality improvement and excellent customer service.

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- Contribute to the growth and development of the Gallery's commercial activities by assisting the Director Art Gallery of Ballarat in the development, planning and delivery of these services and the identification of new commercial opportunities.
- Actively engage with the arts and tourism sectors and represent the Gallery on industry bodies

## Curatorial

- Work with the Director Art Gallery of Ballarat to develop the Gallery's annual artistic programs encompassing exhibitions, special projects and other artistic and public programs that support the organisation's strategic vision.
- Lead, direct and manage the strategic, operational and process components of an annual program of nationally recognised and dynamic historic and contemporary exhibitions and visitor interpretation, which enable the achievement of the Gallery's strategic outcomes and enhance the Gallery's brand recognition and reputation
- Conceive, curate and realise exhibitions and projects through in-depth research and development, working with artists, guest curators, and collaborating with internal colleagues and external institutions and stakeholders.
- Direct the overall performance of the curatorial team by setting expectations, performance goals and standards, and performance measures for each function and key activity to form the basis for evaluation of effectiveness and value to the Gallery
- Engage in programs, talks, symposia, and electronic media and actively contribute to content for the Gallery's website and other digital outreach media
- Play a lead role in long-range institutional planning efforts, such as establishing programmatic and collection development priorities, conservation planning, and strategic planning.
- Provide strategic advice and development, planning and management of design projects and brand initiatives.
- Effectively manage and monitor individual projects and project budgets, in close liaison with the Director Art Gallery of Ballarat, Registrar-Exhibitions and Loans, and Business Services Officer as required.
- Lead the management and delivery of exhibition-related publications, including the development, writing, commissioning, editing and proofing of publications.
- Facilitate the compilation, production and distribution of exhibition catalogues, media releases, wall-labels, website and other publications, including research, writing, editing and requests for copyright clearance.
- Coordinate organisation-wide briefings on curatorial projects and maintain a well-informed understanding of national and international developments in contemporary art and cultural developments to inform staff and volunteers.
- Develop and maintain relationships with artists and independent curators, contractors and other art industry colleagues to build professional networks and audiences for the Gallery.
- Support organisational audience engagement programming, projects and initiatives.

## Collection

- Lead an innovative approach to Collection based exhibitions that tie the exhibition program and acquisition program with conservation and research
- Provide professional leadership, expert advice on policy development, guidelines and legislation relating to storage, conservation, access, outreach, copyright, and community engagement with the Collection
- Provide direction for Collection development and acquisitions, including gifts and purchases and undertakes research for acquisition and de-accessioning proposals
- Maintain oversight of development and management of the collection, including documentation and research on Collection provenance and actively update Vernon collection database
- Liaise with artists, collectors, donors and commercial galleries in regard to acquisitions, and maintain appropriate records through the Gallery's CRM

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- Ensure the Gallery meets best practice in regards to storage and loans and manage risk associated with the collection and its management
- Undertake strategic and project planning for Collection projects such as storage, digitisation, copyright and documentation
- Develop projects, partnerships and initiatives that showcase and promote the strength of the nationally significant Collection

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Director Art Gallery of Ballarat	Curator Registrar- Exhibitions and Loans Collection Manager Exhibition and Graphic Designer
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Internal:</b> Visitor Engagement staff Gallery staff Council Media Relations Events Team Creative City and Arts and Culture Team Manager and staff of key attractions	<b>External:</b> Media – local, state, national and international as well as trade and industry State and Federal Government agencies and departments Funding bodies, sponsors and philanthropic foundations Community: individuals/groups/clubs, schools/committees/charities/service clubs Businesses Other local governments External consultants

## Accountability and Extent of Authority

- The position involves identifying and developing policy options, strategic plans and budgets, with guidance from the Director Art Gallery of Ballarat as required, for recommendation to the Art Gallery Board and Council.
- Accountable for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed.
- Position is expected to work autonomously with the ability to operate in a broad organisational framework with minimum supervision.
- Responsible for stakeholder management and to build professional networks and audiences for the Gallery within the sector.
- Directly manage the team in delivery the services and programs at the Art Gallery of Ballarat.
- Freedom to act is governed by broad goals, policies and budgets with periodic reviews and reporting mechanism
- Accountable for developing and maintaining OH&S, risk assessments, and other issues as they arise.

## Judgement and Decision Making

- Work to research, identify, develop and implement strategic programs and policies in relation to the curatorial, collection and program delivery objectives of the Gallery.
- Provide and make detailed recommendations to the Director Art Gallery of Ballarat as well as responding to suggestions and proposals from the Director.
- Provide professional and sometimes complex judgements on matters within functional area, often with limited guidance and/or supervision.
- Make decisions in relation to the curatorial, loans, design and registration as part of the overall unit's business plan.

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- Make ethical decisions and resolve problems within the confines of delegated authority.
- Resolve operational issues and contribute to the development of long term strategies through provision of specialist advice
- Problem solving may involve day to day judgement on operational issues, through to policy development and input into significant aspects of strategy.
- Provision of sound advice, direction, and leadership of staff and external service providers.

## Specialist Skills and Knowledge

- Extensive expertise in developing, curating and executing of exhibitions in a cultural organisation
- Extensive knowledge and understanding of process and requirements to develop and manage a significant collection of art.
- Highly developed stakeholder management skills with proven experience in negotiating complex relationships
- Demonstrated experience in the development of a comprehensive and targeted exhibition program to meet set goals.
- High-level analytical and conceptual skills, including demonstrated experience in solving complex issues.
- Understanding of the requirements of operating in a political environment, under a Board and with other critical stakeholders such as the Art Gallery of Ballarat Foundation and the Art Gallery of Ballarat Association.
- Ability to develop and maintain relationships with VIP clients, artists and the community.
- Demonstrated experience in financial management procedures including the development of business plans, budgets and business cases.

## Management Skills

- The position involves the direct supervision of employees, as well as working closely with a large number of volunteers at the Gallery..
- Well established organisational and planning skills in managing time, setting priorities, and organising one's own work and that of other employees to achieve objectives, goals and long-term strategies in the most efficient way possible within the resources available, taking account of organisational and external constraints and opportunities.
- The ability to develop a strong and effective team culture throughout the team and contribute to and nurture cultural and professional behaviour.
- Understanding of equal opportunity and other legislation relating to staff employment, management and development.
- Demonstrated ability to implement and monitor adherence to health and safety policies and procedures within a team environment.
- Management of employees in this position requires an understanding of and an ability to implement personnel (HR) practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to be flexible and adapt to changing situations.

## Interpersonal Skills

- Intellectual curiosity, creativity, and enthusiasm for gallery practices in curation, collections, and publication, and for bringing scholarly research and distinctive visual arts programs to a broad public in innovative and accessible ways.
- Excellent oral and written communication skills with the ability to communicate in informal and formal settings as well as excellent customer relation skills.
- Ability to analyse and solve problems, both within and outside the organisation and display initiative and accountability.

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- Ability to work with a wide variety of stakeholders with the ability to gain cooperation and assistance from clients, members of the public and other City of Ballarat staff.
- A high level of interpersonal skills is required in leading, motivating and developing staff and in influencing others.
- Excellent understanding of the principles and practice of team development, empowerment and effective leadership
- The position also requires an ability to negotiate with others to resolve cross-functional issues.
- Ability to liaise effectively with counterparts in other organisations and with employees in other functions of the organisation to resolve problems.
- The position requires the ability to persuade, convince or negotiate with members of the public, potential sponsors and donors, relevant State and Federal Government Departments and persons in other organisations.

## Qualifications and Experience

- Relevant tertiary qualifications in Art History, Curatorial or Museum Studies or substantial experience in other relevant specialist areas.
- Significant experience in a senior position in a State or major Regional Gallery or cultural organisation equivalent, with proven expertise at senior management level.
- Demonstrated success in working effectively within a dynamic team environment.
- Experience managing a complex budget and staff from several different disciplines.
- Experience liaising effectively with a diverse range of internal and external stakeholders
- Demonstrated sound business planning and financial management and reporting skills.
- Extensive understanding of international and Australian historical and contemporary art
- Demonstrated ability to implement and monitor adherence to health and safety policies and procedures.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Experience working at a senior level in a public gallery, in leading, curating and managing an exhibition program to deliver audience and stakeholder outcomes and to achieve commercial and social returns.
- Extensive experience in managing a significant art collection and an understanding of contemporary collection management issues.
- Outstanding written and verbal communication skills and an ability to write compelling proposals and interpretative material that connects art with audiences, as well as represent the Gallery in public forums.
- Demonstrated strategic planning, negotiation and project management skills including well developed analytical skills and problem-solving skills and ability to manage multiple projects

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- Ability to effectively manage, coach, mentor, develop and motivate staff and promote an environment that supports team building, skills development and best practice with demonstrated experience managing diverse multi-disciplinary teams.
- Demonstrated ability to manage the expectations of multiple stakeholders, prioritise tasks and achieve work targets within a high pressure environment.

## ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*