

# POSITION SUMMARY

## NAME OF POSITION: CURATORIAL ASSISTANT 552

<b>Directorate</b>	Cultural & Community Services
<b>Section</b>	Art Gallery
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Permanent part time (21 hours) Thursday, Friday and Saturday.
<b>Commencing Salary Range</b>	\$509.76 – \$534.88 per week + Saturday loading
<b>Reports to</b>	Director, Bathurst Regional Art Gallery
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Bathurst Regional Art Gallery

### Position Purpose

The role supports the Gallery Director and Curator in the research and development of the artistic program; assists with the coordination and promotion of the Hill End Artists in Residence Program; assists with front of house operations; as well as working as part of the exhibition team on the staging and delivery of the exhibitions. The position offers the opportunity to be work with one of NSW's leading regional art galleries.

### Key Responsibilities

- Front of house operations, including the supervision of volunteer attendants, and the provision of courteous and prompt service to the public
- Project a competent and friendly image to Gallery patrons, support groups, Council and other staff
- Assist the Gallery Director and Curator with developing and implementing Gallery exhibitions and projects, including installation and invigilation
- Assist the Curator with design and production of Gallery signage including fliers, brochures, programs, invitations, labels, and catalogues for in-house exhibitions
- Assist the Curator with the administration and promotion of the Hill End Artists in Residence Program
- Assist the Gallery Director and other staff with the delivery of public programs and special events as required
- Assist the Gallery Director and Curator with the implementation of procedures for the care of the permanent collection, including procedures for acquisitions, storage,

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- cataloguing, loans, documentation, conservation and research
- Assist the Gallery Director and Curator to liaise with artists, professionals, organisations, community groups and individuals to enhance Gallery programs
- Assist Gallery Director and Curator with the preparation of research, correspondence, reports, funding submissions, sponsorship proposals and attend meetings as required.

## Selection Criteria

### Essential

- Demonstrated experience or an interest in a field related to the visual arts, museums or arts administration
- Understanding of curatorial practice and exhibition development, especially in the areas of contemporary Australian and International Art
- Excellent written and oral communication skills, including demonstrated research skills
- Excellent computer skills including word processing, spreadsheets, databases, record management, and digital platforms
- Demonstrated understanding of exhibition installation procedures including Workplace Health and Safety principles
- Well-developed interpersonal skills and the proven ability to work cooperatively in a team including volunteers and casual staff
- A Current Drivers Licence
- A Current NSW Working with Children Number.

### Desirable

- A Certificate III in a field related to the visual arts, museums or arts administration
- Experience in using desktop publishing programs such as the Adobe Creative Suite
- Experience in customer service and retail sales
- Current Responsible Service of Alcohol Certificate
- Current First Aid Certificate.

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 21 hours week

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- Hours of work are 10.00 am to 5.00 pm Thursday, Friday & Saturday
- Probationary period of 3 months
- Four weeks annual leave pro rata
- Long Service Leave after 5 years pro rata
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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