

| POSITION DESCRIPTION | | | | |
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| Position Title: | Assistant Curator | | Position No: | PN1578 |
| Directorate: | Development & Community | | Section: | Community & Culture |
| Unit: | Cultural Services | | Sub Unit: | Hervey Bay Regional Gallery |
| Reports To: | Gallery Director | | Directs Reports: | Nil |
| Indirect Reports: | Nil | | Location: | Hervey Bay Regional Gallery |
| Version No: Feb 2022 | Evaluated: 4511302 | Status: APPROVED | By: ODC | Next review: Feb 2024 |
| Position Objective To work collaboratively within the HBRG (Hervey Bay Regional Gallery) team to develop and realise the exhibition program and contribute to the maintenance, interpretation and development of Fraser Coast art collections. | | | | Our Values Trust Respect Accountability Initiative Teamwork Service |
| Key Responsibilities and Indicators | | | | |
| Key Result Areas | Key Accountabilities | | | Performance Indicators/Outputs |
| Exhibitions | <ul style="list-style-type: none"> ➤ Assist with the planning and organisation of exhibitions including scheduling, correspondence, preparation and completion of agreements/contracts including administration of any related fees/payments, communication and monitoring of timelines, and other administrative tasks and/or record keeping. ➤ Coordinate the delivery and collection/return of exhibitions, including effective and timely communication with all parties, preparation of checklists, completion of condition and exhibition reports and any other required documentation. ➤ Assist the Gallery Director with exhibition design and layout as required ➤ Draft and organise the production of exhibition content such as room sheets, labels, online collateral and wall texts as a regular part of exhibition preparation and any other temporary exhibition signage as directed ➤ Provide key production assistance with the installation and demount of exhibitions, materials and equipment as required. ➤ Regularly liaise with Gallery Coordinator and Public Programs Officer regarding exhibition content, image reproduction permissions, general marketing, opening events and programming. ➤ | | | <ul style="list-style-type: none"> ➤ Delivery of high-quality exhibitions and related exhibition content. ➤ Completed in a timely and effective manner with accuracy and within budget constraints ➤ High quality exhibitions and associated content is delivered. |

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| Collection | <ul style="list-style-type: none"> ➤ Coordinate Fraser Coast Regional Council's permanent Collections. ➤ Coordinate the collection management database and artist files in an efficient, timely and cost effective manner. ➤ Ensure the maintenance of industry best practice in collection management, museum and gallery practice, registration, installation, conservation and the storage of collection objects and artworks. ➤ Coordinate logistics and prepare contracts and documentation for incoming and outgoing loans, and other collection management related administration. ➤ In conjunction with the Director, review and update collection policies, plans, procedures and processes. ➤ Identify collection opportunities for the Fraser Coast Regional Council's Collections in collaboration with the Director. ➤ Draft acquisition proposals ➤ Draft significance statements | <ul style="list-style-type: none"> ➤ Collection is well maintained through record keeping and appropriate storage. ➤ Collection grows in accordance with the Collection Policy. |
| Operational | <ul style="list-style-type: none"> ➤ Monitor, assess and report on the environmental conditions across storage and display. ➤ | <ul style="list-style-type: none"> ➤ Stable and effective condition management of spaces. |
| Customer Service | <ul style="list-style-type: none"> ➤ Provide a high level of customer service to internal and external customers. ➤ Plan, assess and problem solve routine administrative issues and customer service enquiries expediently and with limited supervision. ➤ Maintain a positive approach in delivering high quality services. | <ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards management policy. ➤ High level of customer service supplied. |
| Administrative | <ul style="list-style-type: none"> ➤ Deliver the administration of HBRG major initiatives such as the Fraser Coast National Art Prize and Fiona Foley Residency Program. ➤ Prioritise and manage workload to effectively perform all duties in relation to agreed milestones and timeframes. ➤ Plan, assess and problem solve routine issues with limited supervision ➤ Devise and implement a set of measures to evaluate effectiveness of processes and procedures within a wider operational context of continuous improvement ➤ Provide regular team reports as required (quarterly or six month cycles) ➤ Work collaboratively as a team member including effectively communicating with and supporting other team members to achieve shared team objectives | <ul style="list-style-type: none"> ➤ High quality and increased applications for major initiatives. |
| Work Health and Safety | <ul style="list-style-type: none"> ➤ Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. | <ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans. |

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| Risk Management | ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. | ➤ As per Council risk management KPIs. |
| Records Management | ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. | ➤ As per Council's Records management policies and procedures. |
| Code of Conduct and EEO | ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. | ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures. |
| Customer Service | ➤ Provide a high level of customer service to internal and external customers. | ➤ As per Council's Customer Service Standards management policy. |
| Sustainability Requirements | ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development. | ➤ As per Council's Sustainability Charter. |
| Values | ➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours. | ➤ As per Council's 'TRAITS' campaign. |
| | ➤ Other duties as directed. | ➤ Tasks are undertaken in an efficient and timely manner. |
| Selection Criteria | | |
| <ol style="list-style-type: none"> 1. Demonstrated experience working in a curatorial or gallery role. 2. Demonstrated experience working in collection management. 3. Excellent communication skills, including written, oral and editorial. 4. Strong interpersonal skills, including an appreciation for cultural diversity and a proven ability to work with, or provide customer service to, people from diverse backgrounds, ages, abilities, and interests. 5. Demonstrated ability to confidently work within high pressure situations. 6. Ability to work with limited supervision, prioritise workload to effectively perform all duties, and resolve routine problems using sound judgement. 7. Proven ability to work collaboratively as a team member, including supporting other team members to achieve unit objectives and customer satisfaction. | | |
| Qualifications/Licences | | |
| Mandatory | ➤ Tertiary qualification (AQF Level 3 or above) in art history or museum and curatorial studies or equivalent knowledge and experience ➤ Minimum 2 years' experience working in a curatorial or gallery role. | |
| Desirable | ➤ Postgraduate tertiary qualification in art history or museum and curatorial | |

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| | studies. | | |
| Licences | ➤ Current Class C Driver's Licence | | |
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| Mandatory Training | <div>➤ Work Health and Safety</div> <div>➤ Duty of Care</div> <div>➤ Code of Conduct</div> <div>➤ Manual Handling</div> <div>➤ Fire and Evacuation</div> <div>➤ Corporate Systems</div> | | |
| Conditions of Employment | | | |
| Status | Permanent Part Time | | |
| Award | Queensland Local Government Industry (Stream A) Award – State 2017 | | |
| Agreement | Fraser Coast Regional Council Certified Agreement 2021 | | |
| Classification Stream | Stream A - Administrative, clerical, technical, professional, community service, supervisory and managerial services | | |
| Classification | LGO Level 3 | | |
| Allowances | As per Fraser Coast Regional Council Certified Agreement | | |
| Progression | Annual review – single steps within level | | |
| Status | FWA | Hours/Week | 36.25 per fortnight |
| O/T Payable | As approved | | |
| Uniform | PPE As per Dress Standard and Corporate Uniform Management Policy | | |
| Other | | | |
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| Position Number: | 1578 | Position Title: | Assistant Curator |

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: _____

Signature of Employee