

Position Description

Curator - Exhibitions



Position Title	Curator - Exhibitions	Role ID	CSCUR2
Division	Sustainable Communities and Environment	Unit	Tweed Holiday Parks and Cultural Facilities
Job Grade	5	Award	35
Reports To	Art Gallery Director		
Revised/Created	June 2022 – Revised		

Primary Objective

- To coordinate the Gallery's exhibition program in collaboration with the Art Gallery Director.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

Position Description

Curator - Exhibitions

Tweed Holiday Parks and Cultural Facilities Unit

The Tweed Holiday Parks and Cultural Facilities Unit is responsible for ensuring the provision of high-quality services, engagement and development across Council's Cultural Services and facilities, including:

- Tweed Regional Gallery and Margaret Olley Art Centre,
- Tweed Regional Museum,
- Tweed Richmond Regional Library Service, and
- Council's two auditoria.

The unit is also responsible for managing the Tweed Holiday Parks in a sustainable way to provide the public with safe, attractive holiday and tourist accommodation options in close proximity to a range of natural environments at the following locations:

- Tweed Heads
- Fingal Head
- Kingscliff North
- Kingscliff Beach
- Hastings Point
- Pottsville North
- Pottsville South

The Position

The position reports to the Art Gallery Director and develops, coordinates, and implements the Gallery's exhibition program. The position also designs and prepares routine Gallery publications.

The position has a high level of customer and client contact and requires the incumbent to be aware of current arts related issues and possess excellent computer skills, oral, written and communication skills.

The position will require the incumbent to work towards a deadline and prioritise tasks. The position is permanent, full time working 35 hours per week. Days and hours of work are generally within the times of 9.30 am to 5.30 pm with a 45 minute lunch break, Mondays to Fridays, with a 9 day fortnight. At times, days and hours of work may vary dependent on Gallery projects and exhibitions. Some additional hours for out-of-hours events may also be required on request. Variations associated with shift times and days off are in accordance with the current Local Government State Award.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Exhibitions	<ul style="list-style-type: none">• Assess exhibition proposals in collaboration with the Exhibitions Committee.• Develop and maintain exhibition schedule/calendar in liaison with Gallery Director and staff.• Develop and maintain exhibition program budget.

Position Description

Curator - Exhibitions

	<ul style="list-style-type: none">• Liaise with touring bodies and artists on exhibition planning and development.• Manage exhibition changeovers.• Supervise Technical Officer Exhibitions and Collection, and exhibition installation team during installation and de-installation periods.• Complete exhibition condition reports, prepare and distribute exhibition related documents including: loan agreements, exhibition agreements, exhibition reports and Exhibition Committee correspondence.• Ensure the maintenance of industry best practice in curatorial practice and exhibition installation.• Design and prepare exhibition floor sheets and labels• Present Curator Floor Talks to the public when required.• Maintain exhibition proposals database.• Monitor exhibition equipment and furniture.• Maintain and archive exhibition files.
2. Publications	<ul style="list-style-type: none">• Design and prepare exhibition invitations.• Prepare seasonal Exhibition Program brochure in collaboration with graphic designer.• Liaise with contributors/designer on design and printing of exhibition catalogues produced by Gallery.• Develop and prepare (exhibition related) Exhibition News via e-newsletter.• Maintain archive of exhibition related publications.
3. Administration	<ul style="list-style-type: none">• Assist with telephone reception enquiries.• Maintain the Gallery's photographic record of exhibition program that is required for the Gallery's grant applications, reports and acquittals.• Assist other staff members as required.• Assist and liaise with Friends of the Gallery, Foundation and volunteers when required.• Attend and represent Council at exhibition openings.• Assist in physical set up for events/programs including hire groups.• Support the Gallery Director in the production of letters and reports. This will also require the incumbent to use ECM electronic package.• Support the Gallery Director in preparing grant funding applications and acquittals.• General filing, clerical duties and documentation as per standard procedures.
4. Communication	<ul style="list-style-type: none">• Liaise with the Friends of the Gallery and Foundation regarding their events program.• Respond to telephone and general email enquiries regarding the Gallery's operation.

Position Description

Curator - Exhibitions

5. Financial	<ul style="list-style-type: none">• Work with budgets as monitored by the Gallery Director to ensure projects are delivered in an efficient manner.• Prepare relevant applications for grant funding to enhance and financially assist the delivery of Gallery programs.
6. Promotional	<ul style="list-style-type: none">• Prepare media releases for exhibitions and events relevant to the exhibition program.• Develop written material on the exhibition program, when required, in consultation with the Gallery Director for didactic panels, extended labels, on line copy, particularly for social media and articles for publications and resources to complement the Gallery's exhibition activities.<ul style="list-style-type: none">○ Direct media enquiries to Council's Communications Unit, and liaise with the Gallery Director to arrange interviews as directed.○ Officiate at Opening events if required.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Position Description

Curator - Exhibitions

Organisational and External Relationships

Organisational Relationships

- The position communicates with the Gallery Director and the staff of the Tweed Regional Gallery
 - (Operation as and Business Officer: Art Gallery
 - Curator: Margaret Olley Art Centre and Collections Manager
 - Education and Audience Development Officer
 - Curator: Public Programs
 - Technical Officer: Exhibitions and Collection, and
 - Sales and Reception Officer: Art Gallery

External Relationships

- This position communicates closely with practising artists, members of arts related industries, other commercial and public galleries, Friends of the Tweed Regional Gallery and Margaret Olley Arts Centre Inc., the Tweed Regional Gallery Foundation Ltd. and volunteers.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Delegations and Authorities

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

Position Description

Curator - Exhibitions

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Certificate III in Visual Arts or equivalent.
2. Professional experience in a Gallery or Museum.
3. Demonstrated competence in the coordination of visual arts and crafts programs.
4. Demonstrated competence in word processing, data entry and desktop publishing programs.
5. Knowledge of contemporary Australian visual arts and proven ability to research and interpret art works and exhibitions.
6. High level of interpersonal, oral and written communications skills to effectively communicate with internal and external clients, members of the public and Council staff.
7. Demonstrated experience in promotion of exhibitions, programs and events, especially via social media.
8. Demonstrated capacity to work independently within the context of a team environment.
9. Demonstrated customer service skills.
10. Current Vehicle Licence - Car.

Desirable:

11. Demonstrated capacity in financial monitoring and program planning.

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Position Description

Curator - Exhibitions

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A