

POSITION DESCRIPTION

Curatorial Manager

SALARY	\$
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time, fixed term three years
CURRENT OCCUPANT	Vacant
HOW TO APPLY	<p>Email applications are preferred. Please send a cover letter addressing the selection criteria and attaching a current CV to:</p> <p>Michael Kane - mkane@korieheritagtrust.com</p> <p>Or by post to:</p> <p>Private and Confidential Attention: Michael Kane, Business Manager Korie Heritage Trust Inc Level 3, Yarra Building at Federation Square Cnr Swanston and Flinders Streets, Melbourne, Vic, 3000</p>
CONTACT FOR ENQUIRIES	<p>Michael Kane</p> <p>T: +61 3 8662 6319</p>

For more information about the Korie Heritage Trust, visit our website:

www.korieheritagtrust.com

Position Summary

Curatorial Manager

Reporting directly to the CEO, the Curatorial Manager actively contributes to the curatorial vision of the Koorie Heritage Trust, developing, managing and communicating a dynamic and diverse program of exhibitions and public programs, and overseeing the development, care and management of the Koorie Heritage Trust's Collections of artworks, artefacts, oral histories, photographic archives and library. The position manages the staff and budget of the Collections and Exhibitions unit to deliver outcomes based on the organisation's strategic plan. The role is responsible for supervising staff to collaborate with Koorie and Victorian-based Aboriginal and Torres Strait Islander artists, guest curators, performers and cultural facilitators to deliver an outstanding program of exhibitions, public programs, collection displays and collection projects that showcase and preserve the diversity of Koorie art and culture. In consultation with the CEO, this position also seeks and applies for funding opportunities and partnerships to maximise the organisation's resources and ability to deliver these outcomes. The position is also responsible for communicating and advertising the activities of the Koorie Heritage Trust as they relate to exhibitions, public programs and collection programs through social media, the Trust's website, and email communications, along with other publicity opportunities including liaising with the media.

Our values of Respect, Honesty, Reciprocity and Curiosity meet our stated vision and mission to promote, support and celebrate the continuing journey of the Aboriginal people of South Eastern Australia. We hold the only collection in Australia dedicated to the Koorie art and culture of South Eastern Australia including historic and contemporary artworks and objects, oral histories, photographic archives and a reference library. Our collections provide a tangible link to connect the Koorie community to the past and assist in the ongoing building of contemporary Aboriginal culture in Victoria.

Our exhibition program consists of solo and group exhibitions, commissions, guest curated shows, collection displays, and our annual open-entry award exhibition, the Koorie Art Show. In particular, we pride ourselves on fostering the careers of emerging to senior Koorie artists through the creation of new works, publications, and curated exhibitions. We are especially keen to implement new and innovative methods for the presentation of our exhibitions and curatorial displays including multidisciplinary artforms and audio-visual technology.

Our public programs aim to increase our engagement with Indigenous and non-Indigenous communities, reaching new audiences and enriching visitor experience. Our public programs compliment and enhance our various programs and services including particularly our Collections and Exhibitions programs, and include workshops, kid's and family activities, talks, performances and concerts. We are especially keen to develop and implement new and innovative methods for the delivery of our public programs including engaging with partner organisations, broader community events and being pro-active in responding to topical subject matters.

The role directly reports to the CEO and forms part of the Koorie Heritage Trust Senior Management Team, managing the Exhibitions and Collections Team including the two Assistant Curators, the Collections Coordinator, the Public Programs Coordinator, and the Curatorial Officer, along with volunteers.

1. Selection Criteria

1.1 ESSENTIAL

- An understanding and knowledge of the culture and heritage of the Aboriginal people of South East Australia, and demonstrated experience in working with this community.
- An understanding of Indigenous arts and cultural practice nationally and internationally.
- Excellent knowledge of, and experience in professional museum and public gallery practice including curatorship, research, and publications.
- Demonstrated ability to apply for and manage funding from government and philanthropic organisations, and sponsorships.
- Demonstrated management experience, including staff and budget management and the ability to report on activities based on strategic plans or key performance indicators.
- Demonstrated experience in planning, managing and coordinating exhibitions, curatorial displays and commissioning new works, including installation.

- Demonstrated experience in working with artists and guest curators to develop and deliver arts programming.
- An excellent understanding of the principles of collection management including preventive conservation, and best practice storage and display methods.
- Demonstrated experience in managing and developing a public collection of diverse materials including loans, copyright, environmental monitoring and registration, and strong experience working with collection management software.
- Demonstrated ability to plan, manage and prioritise a heavy workload.
- Demonstrated ability to manage a calendar, timelines and ability to stick to deadlines when working with multiple and overlapping projects.
- Strong verbal and written communication skills, including demonstrated experience in public speaking, presentation skills, and writing for marketing and promotional materials including media releases.
- Demonstrated experience managing staff and contractors, and leading a team to deliver a program or project.
- Thorough understanding of basic computer skills such as word processing, digital calendars, excel and email.

1.2 DESIRABLE

- Tertiary qualifications in museum studies, curatorship, art history, arts management/administration, or a related discipline.

2. *Key Responsibilities*

This role will be responsible for:

Exhibitions and Public Programs

- Developing and managing a diverse and dynamic annual exhibition and public events program that aligns with the Koorie Heritage Trust's strategic goals, our purpose and vision.
- Overseeing the delivery of the exhibition program, liaising with artists, guest curators, and cultural facilitators, overseeing installation, creation of publications, developing timelines, contracts and budgets.
- Overseeing the delivery of public programs; liaising with performers, artists, cultural facilitators, community members, and partner organisations, developing contracts, timelines and budgets.
- Coordinating the communication of exhibitions and public programs including invitations, promotion, social media, email communication, print, radio and online media, and advertising.
- Ensuring all exhibitions and public programs are well organised, well presented, are on time, and within resource and budgetary constraints.

Collections

- Overseeing the development and management of the Koorie Heritage Trust's Collections, including preventive conservation, loans, copyright, and environmental monitoring, utilizing best practice storage and display methods.
- Developing and overseeing delivery of collection projects including oral history recordings, conservation activities, displays and research projects.
- Overseeing access to the collections, including loans, copyright, community and research requests, education groups and 'behind the scenes tours'.
- Managing the collection database (Mimsy), registration books, artist files and archives.
- Developing an acquisition plan, providing advice and reports on new acquisitions for the collection to the CEO, and overseeing the registration and documentation of new acquisitions.

Management

- Developing and managing relationships and partnerships with other cultural institutions, community organisations, commercial galleries, festivals, academic institutions and others to deliver outcomes based on the Koorie Heritage Trust's strategic goals, purpose and vision.
- Seeking and managing external funding, and sponsorship to contribute to the resources of the Koorie Heritage Trust's exhibitions, public programs and collections activity budgets.
- Management of the Exhibitions and Collections team of staff and volunteers including supervision, training, team meetings, performance reviews, hiring of new staff and inductions.
- Overseeing the supervision of casual installation staff, contractors and volunteers.

- Management of the Collections, Exhibitions and Public Programs department budget including staff salaries, external funding, expenses and reporting.
- Reporting to the Koorie Heritage Trust Board of Management against the current strategic plan, contributing to the annual report.
- Writing and editing relevant policies and procedures.

3. Key Challenges

Creating a balanced and dynamic program of curatorial activities that showcases the diversity of contemporary Koorie art and culture, enhances the organisation's public profile, and meets the needs of its various audiences in the dynamic cultural precinct of Federation Square, while remaining within the resources of the Koorie Heritage Trust.

4. Work Hours

The position is required to work 38 Hours a week. The role requires nights and weekend work as needed.

5. Special Conditions

Indigenous applicants are strongly encouraged to apply.

You will be required to work on your feet at times and some lifting may be required although only as it abides by Workplace OHS. You will also have an understanding of Occupational Health and Safety (OH&S) as required (see Section 7 below).

6. Other Information

6.1 THE KOORIE HERITAGE TRUST

We are an Aboriginal owned and managed not-for-profit organisation. Our Vision is to live in a society where Aboriginal culture and history are a fundamental part of Victorian life. Our Purpose is to promote, support and celebrate the continuing journey of the Aboriginal people of South Eastern Australia. Our Values are Respect, Honesty, Reciprocity, Curiosity.

We provide a unique environment rich in culture, heritage and history which welcomes and encourages Aboriginal and non-Aboriginal people to come together in the spirit of learning and reconciliation in a safe environment. We are a place for everyone. We see ourselves as a knowledge bank and vital community resource to facilitate sharing, learning, collaborating and creating.

We will continually monitor and measure our success against our 4 strategic goals: To ENGAGE with Victorian Aboriginal Communities; GROW the Collections; REACH new audiences; ENRICH our visitors' experience.

6.2 EQUITY AND DIVERSITY

We are committed to equal opportunity in employment and welfare for staff. Staff are selected and promoted on merit.

6.3 GOVERNANCE

We are a not-for-profit Incorporated Association operating under the Associations Incorporation Reformed Act 2012. We are managed by a Board of Management. The CEO is a non-voting member of the Board.

6.4 GENERAL

As we evolve to meet the changing needs of the Victorian Koorie and wider communities, so will the roles required of all our staff. As such, this document is not intended to represent the role which you will perform in

perpetuity. This position description is intended to provide an overall view of the role as at the date of this statement. In addition to this document, the specifics of the role will be described in local area work and project plans, and in performance plans developed in consultation with you and as part of our performance management process.

Managers/Supervisors are responsible for ensuring that our Risk Management Framework is adopted and incorporated into business planning and work activities, and that they identify and control risks within their line of control.

Hours of duty will be according to work unit requirements.

All our employees are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.

Conditions of employment are pursuant to the National Employment Standard.

Employees are required to ensure that they understand and adhere to our HR policies and procedures as varied from time to time.

All new appointments are subject to a probationary period, which may be subject to review.

7. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.