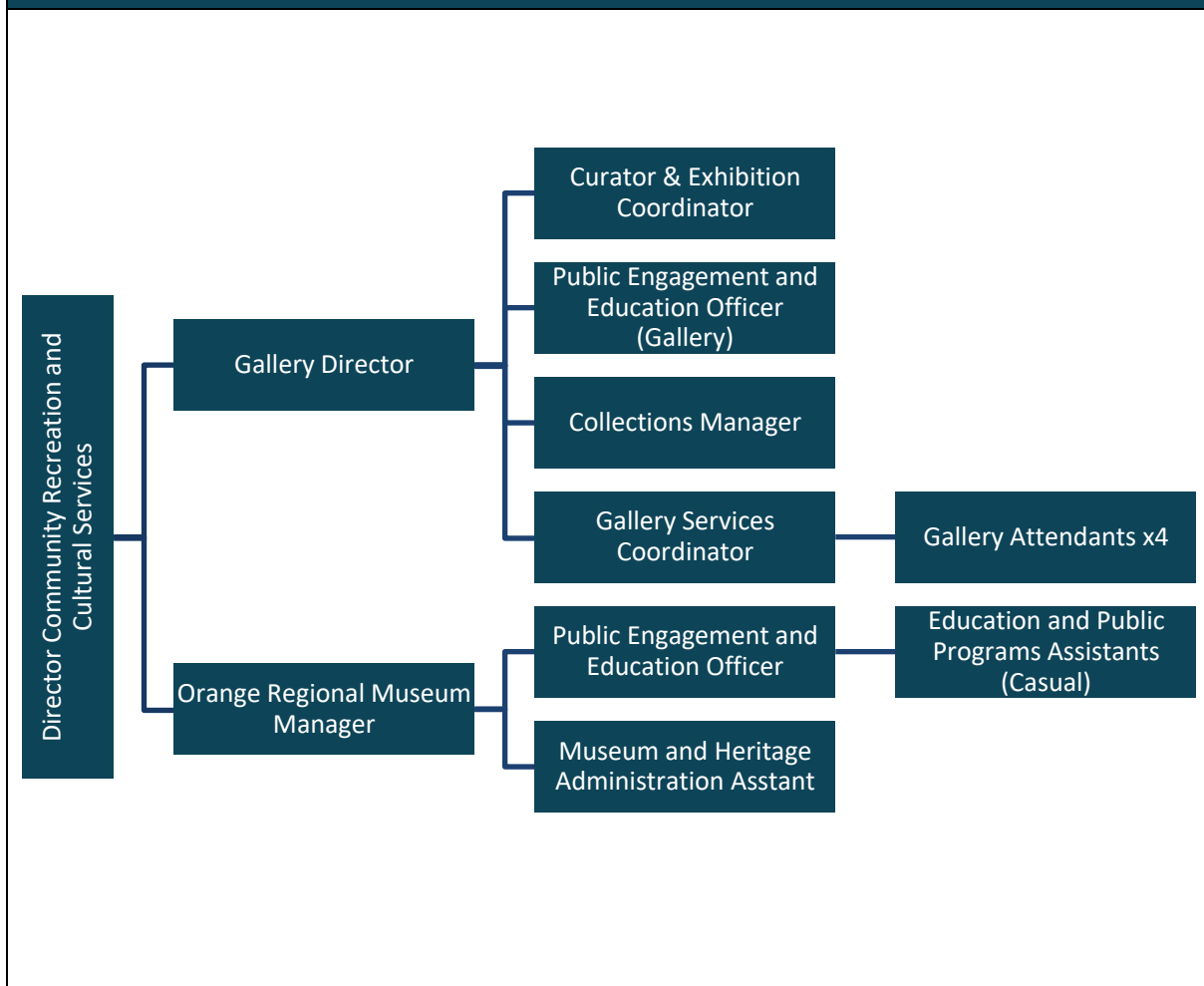


Position Title:	Curator & Exhibition Coordinator
Position Number:	4231
Division:	Community, Recreation and Cultural Services
Section:	Cultural Services
Grade:	9
Delegations:	As allocated in the Delegations Register
Position FTE Hours	35

Primary Purpose of Position

- Manage the Gallery’s exhibition program and curate specific exhibitions
- Work closely with the Director and the Gallery team on the realisation of modern and contemporary exhibitions and projects in partnership with artists, lenders and institutions.
- Supervise installation teams at the Gallery and other associated sites

Sectional Structure



Selection Criteria

Qualifications/Licences

- Degree in Art History, Theory or Practice or other relevant qualification
- Satisfactory Criminal Record Check
- Current Class C Driver's Licence

Skills and Experience

- Experience in a similar role including demonstrated experience in exhibition development, from concept and research stage through to realisation
- Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff
- Ability to project-manage different exhibitions simultaneously to a high standard and delegate roles to other staff
- Experience in managing budgets for small-scale projects
- High level written communication skills including experience in writing for exhibition catalogues, exhibition text and labels, magazine or newspaper editorial etc
- High level verbal communication skills including the ability to liaise effectively with staff and the public as well the ability to deliver public talks and conduct media interviews
- Good working knowledge of visual arts sector with experience in applying for and acquitting grants
- Computer literacy with a proficiency in variety of software packages including Microsoft Office (Adobe Creative Suite applications are desirable extras)
- Experience in working with collection databases such as Vernon CMS, EMu or equivalent
- Ability to work flexible hours and some weekends
- Thorough knowledge of the standards, policies, procedures, issues and operations of a Gallery in local government in NSW
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Coordinate the Gallery's exhibition program, liaising with artists, their representatives, curators, other arts institutions and funding organisations
- Curate at least 2 unique exhibitions for the Gallery per year with a written component for catalogues
- Plan and supervise exhibition installations and de-installations, delegating and providing training and mentorship to installation assistants and Gallery Attendants where necessary
- Manage exhibition budgets for specific projects
- Process exhibition proposals for the Exhibition Advisory Committee, provide responses to all applicants and participate in selection process
- Assist with the Gallery's Arts and Health Program at Orange Health Service as well as other installations on associated sites
- Apply for and acquit grants for specific projects and assist the Gallery Director as required in annual program funding applications and strategic planning

- Oversee the production of exhibition catalogues to deadline and with attention to detail
- Oversee the preparation of loan requests and agreements, and ensure loan conditions are fulfilled for exhibitions at the Gallery, tour venues and associated sites
- Write editorial for the Gallery’s exhibitions in Metropolitan and Regional Media, and seek editorial coverage from media partners
- Write various funding submissions, acquittals, reports and general correspondence as required
- Compile information for labels and text panels, write interpretative material for the exhibition program, website and exhibition where applicable
- Present public talks on various exhibition-related topics, open community exhibitions (off-site) and perform Master of Ceremonies duties at Gallery events as required
- Conduct media interviews for particular exhibitions
- Assist with Collections in regards to the organisation of exhibition related transport, which includes updating freight lists, obtaining estimates of costs, etc
- Assist the Public Engagement and Education Officer in the development of exhibition-related programs and educational material
- Assist with the development of the collection by providing advice to the Gallery Director and processing submissions for the Collection Advisory Group
- Be available to work flexible hours at special events and on weekends when required
- Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
<p>The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here. The focus capabilities for this position are:</p>	
Group	Capability
Personal Attributes	<p>Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Influence and Negotiate - Coaches "Shares it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas

Relationships	<p>Communicate and Engage - Coaches "Shares it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results	<p>Plan and Prioritise - Coaches "Shares it"</p> <ul style="list-style-type: none"> • Is development required? • No Select if development is required • Plan and organise work in line with organisational goals, and adjust to changing priorities. • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning •
	<p>Create and Innovate - Coaches "Shares it" <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i></p> <ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
Technical	<p>Information and Technology - Coaches "Shares it" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers

- **Safety** - works safely, in accordance with Council’s Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Employee Name	
Signed by Employee	
Date Signed	

