

POSITION DESCRIPTION

The NorthSite Senior Curator is responsible for the delivery of the NorthSite curatorial program and managing daily gallery operations at Bulmba-ja Arts Centre, Cairns.

NorthSite plays a fundamental and enduring role, ensuring the importance of contemporary art in Far North Queensland through the delivery of enriching and engaging contemporary art exhibitions, programs and services.

As an arts-led, audience aware organisation that aims to increase knowledge of national/international contemporary art practice and raise the profile of contemporary artists from the Northern region, it's vital that the Senior Curator is at the forefront of current developments in the arts sector and holds strong knowledge of industry best-practice across varied art forms and critical discourse including new media and contemporary Indigenous and Torres Strait Islander art practice.

The Senior Curator is expected to be connected to wide activity, and through their work will assist to attract new supporters, engage audiences and link artists with present industry initiatives and new opportunities

The NorthSite Mission is to:

"link ideas, artists, audiences and supporters to present contemporary art and design that brings people together, stimulates conversation and provides transformative experiences."

The Senior Curator is an ally to the Director and a senior public face of the organisation, providing strong advocacy and mentorship for artists and staff. In collaboration with the Director, the Senior Curator shapes the curatorial program, coordinates and liaises with programs, retail and other staff and works across special projects and consultancies.

The Senior Curator is responsible for developing exhibitions, managing exhibition budgets and administration including reporting responsibilities and plays a key role in shaping the future development and growth of the organisation.

The Senior Curator writes about the exhibitions and artists and creates the content for press releases and publications, overseeing the promotional content for print advertising, website and social channels. This position shares the NorthSite curatorial programs with staff and volunteers, particularly front-of-house employees and casual gallery attendants.

The role manages the technical requirements, including supervision of programs and exhibitions officers, installation assistance (when present) and production support contractors. This position is responsible for liaising with Bulmba-Ja Venue Management staff from Arts Queensland, ensuring all booking request forms are submitted, approved and filed and advising on technical gallery, building maintenance, OSH issues relating to NorthSite leased areas of the facility.

The Senior Curator maintains the archive, including documentation of all exhibitions and events and is often charged with representing NorthSite at relevant industry meetings, events, conferences and functions as directed by the Director. The role assists in the promotion of leading art, craft and design from Northern Queensland within Australia and overseas.

This is a full-time position requiring a highly committed and skilled person to balance the practical and academic aspects of the position and manage the NorthSite curatorial program through engagements with artists of the North and national and international stakeholders and supporters.

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RESPONSIBILITIES

- Work with the Director to deliver the NorthSite curatorial program, aligned with the objectives set in the NorthSite Strategic Plan (2021-2024)
- Curate dynamic and innovative exhibitions for onsite programs and touring
- Deliver artistic programs to fulfill our role as the leading organisation for contemporary artists across Far North Queensland
- Support the development and implementation of Marketing, Strategic, and annual Operational Plans
- Manage exhibition administration, correspondence, calendars and project timelines
- Prepare all artists' agreements and commissioning documents
- Liaise with and maintain strong professional relationships with key cultural organisations, commercial galleries, artists and curators locally and nationally/internationally
- Remain informed about contemporary art practice. Work with a range of regional, remote and national based organisations – some travel will be essential
- Design new initiatives and to enhance contemporary art practice in the region and commission programs that work towards achieving objectives within budget
- Support the Creative Programs Facilitator to integrate educational programs with exhibitions and tailor information for varied target audiences
- Assemble content for marketing and promotional activities including exhibition invitations, magazine listings, digital and physical exhibitions brochures, catalogues, signage and merchandise
- Assist with preparation of funding bids with provision of annual program content and information for project grant applications
- Initiate and oversee specific events, publications, talks and other projects
- Assist with commissioning of external curatorial collaborators, writers, designers, editors, photographers, sourcing images and seeking copyright clearances
- Oversee all installations and deinstallations, effectively planning changeovers, trades and transport arrangements
- Support and engage installation staff and gallery trainees and interns
- Undertake public speaking and private tours of exhibitions for media, sponsors, patrons, students and the public
- Liaise with and provide advice, support and mentoring to artists and curators in the community, through formal and informal professional development opportunities
- Ensure high-quality and safe presentation values in the gallery spaces at all times
- Maintain the crate-room, loading bay and storeroom; with updated inventories of materials, equipment and tools, frames, exhibition furniture, AV and digital equipment including annual maintenance and asset registers
- Oversee appropriate documentation, reporting, evaluation and timelines of exhibitions and other projects for internal and partner purposes
- Prepare works for outgoing exhibitions including mounting and framing, freight arrangements, condition reports, facility reports and insurance arrangements
- Coordinate the loan of collection works for touring exhibitions and leasing
- Manage all aspects involved with the KickArts and Djumbunji Press Print Collection including documentation records, photographic records, cataloguing, insurance, loans, research inquiries and copyright documentation
- Support the development and review of operational policies and procedures
- Assist the Director and Administrator with preparation of funding bids through provision of annual program content and information of project grant applications
- Carry out other duties as determined by the Director

Duties	KPIs
Exhibition Planning & Delivery <ul style="list-style-type: none"> • Develop & implement curatorial program and prepare all exhibition content 	<ul style="list-style-type: none"> • Increase in gallery visitation • Curatorial plans submitted to Director, within agreed timeframes & exhibitions delivered to meet objectives

<ul style="list-style-type: none"> • Presentation of all exhibitions to high standard • Initiate and oversee specific events, publications, talks and other projects • Identify and assist to secure external financial and in-kind support for exhibitions • Prepare all artists' agreements and commissioning documents • Engage relevant external curatorial collaborators, commission writers, designers, editors, photographers as required • Source images and seek copyright clearances for publication • Oversee exhibitions installations and effectively plan changeovers, trades and transport arrangements • Support and engage casual installation staff and gallery trainees and interns • Manage exhibition marketing and promotions • Undertake public speaking and private tours of exhibitions for media, sponsors, patrons, students and the public • Maintain the quality and presentation of the gallery spaces at all times • Maintain the crate and storerooms, materials, equipment and tools • Order required exhibition supplies • Maintain inventories of frames, exhibition furniture, AV and digital equipment and annual maintenance and asset registers • Oversee appropriate documentation, reporting, evaluation and timelines of exhibitions and other projects for internal and partner purposes 	<ul style="list-style-type: none"> • All exhibitions and projects in annual calendar delivered to high standard, on time and within budget • Positive visitor comments and engagements • Engaged artists and audiences • Increase in net sales and overall profit • Exhibitions are well communicated and receive sufficient external promotion • Exhibition contractors are properly appointed, inducted and meet performance expectations and obligations • Copyright and other records are up to date • Galleries Code of Practice and standards maintained • Zero WH&S and artwork handling incidences • Engaged pool of casual trained install staff • Participation in national arts dialogue and activities • Galleries well-presented and safely arranged • Well organised and tidy stores • Accessible and maintained inventory with sufficient supplies • Exhibition equipment and tools in good working order • Touring partners satisfied with arrangements • Enquires are responded to in timely fashion • Positive client/visitor feedback and experiences
<p><u>Exhibition and Collection Management</u></p> <ul style="list-style-type: none"> • Support the development and implementation of Marketing, Strategic, and annual Operational Plans 	<ul style="list-style-type: none"> • Exhibition policies and procedures are complete, followed and reviewed. • Fosters positive team relationships

<ul style="list-style-type: none"> • Manage exhibition calendars, project timelines and budgets • Identify and assist in obtaining external funding for key projects • Manage operational exhibition policies and procedures • Collaborate with the Creative Programs Facilitator to integrate educational programs associated with NorthSite exhibitions • Prepare works and coordinate outgoing loans and leasing including framing, freight arrangements, condition reports and insurance • Manage the Collection including documentation and photographic records, cataloguing, insurance, loans, research inquiries and copyright documentation 	<ul style="list-style-type: none"> • Exhibition reports prepared for bi-monthly meeting, whereby issues identified and reported • Exhibitions tasks achieved on time, per schedule. • Cosigned agreements are filed for each engagement • New initiatives are developed and evaluated • Select exhibitions have agreed educational components, delivered • Exhibition reports completed and submitted • Collection Hire Services meets timelines, budget and successfully implemented – satisfied customers
<p><u>Curatorial and Industry Development</u></p> <ul style="list-style-type: none"> • Support and promote contemporary artists and new practice across Far North Queensland • Design relevant new initiatives to achieve objectives • Maintain professional relationships in the arts industry and participate in national contemporary art dialogue. • Liaise with and provide advice, support and mentoring to artists and curators in the community 	<ul style="list-style-type: none"> • New opportunities for artists delivered • Positive relationships with artists and partners built and maintained • Increase in NorthSite positioning nationally • Increase in number artists supported • Professional development of artists and sector

KEY SELECTION CRITERIA

Essential Criteria

Applicants must be able to demonstrate commitment and experience in related roles, with:

- 5 years' experience in a relatable curatorial role
- High level knowledge of contemporary art practices and thorough understanding of contemporary gallery practice and the Australian arts sector
- Understanding of Aboriginal and Torres Strait Islander culture and contemporary practice
- Knowledge of artistic production and techniques
- Experience managing an exhibitions program and working with artists from diverse practice and backgrounds
- High level written and verbal communication skills and computer (iMac) literacy
- Precise attention to detail and commitment to ethical practice and accuracy
- Ability to physically install exhibitions

- Ability to work autonomously, as part of a team and under pressure to meet deadlines and manage daily/weekly/monthly priorities
- Good time management skills and ability to manage workflow and provide updates to colleagues and Director

HOW TO APPLY

Applicants will be shortlisted for interview based on ability to meet the essential criteria listed in the position description.

In your application, please include:

- **cover letter**
- **CV**
- **Contact details for 3 referees**
- **A document with written responses to the selection criteria**

For further information or to submit an application, email hello@northsite.org.au

CLOSING DATE

9am 31 August 2020

WORKING AT NORTHSITE CONTEMPORARY ARTS

NorthSite Contemporary Arts is committed to equal opportunity and diversity. We promote an environment that is free from discrimination and harassment, where individuals are treated with dignity and fairness. More about NorthSite [here](#).