



HORSHAM RURAL CITY COUNCIL

THANK YOU FOR ENQUIRING ABOUT THE POSITION OF
Art Gallery Curator (Full-time position)

WITH THE HORSHAM REGIONAL ART GALLERY

Please find attached a position description for the above position, to assist in the preparation of your application.

It is recommended that you send a covering letter addressing the key selection criteria together with your resume and any other information that you may feel is relevant to your application.

Please ensure that you include a phone number you can be contacted on during office hours. Should we contact you, we assure confidentiality will be maintained. Please include contact details for at least three (3) referees, at least one of which should be work related.

Applications should clearly state the **position title**, and forwarded to:

Ms Angela Murphy
General Manager Community & Enterprise Services
Horsham Rural City Council
PO Box 511
HORSHAM 3402

Faxed to: 03-5382 1111 Emailed to: andrea.cameron@hrcc.vic.gov.au

Applications must be received by 5.00 pm, Tuesday 29th May, 2007.

If you require any further information, please contact Merle Hathaway, Art Gallery Director, on 03-5382 5575 or merle.hathaway@hrcc.vic.gov.au

Again, thank you for your interest in this position. We look forward to receiving your application.

KV SHADE
Chief Executive Officer



HORSHAM REGIONAL ART GALLERY

Curator (full-time position)

Horsham Regional Art Gallery seeks an experienced and self motivated person to undertake curatorial duties related to the gallery's collection and temporary exhibition programme. The gallery possesses one of the best collections of Australian photography as well as a fine Australian art collection.

Relevant tertiary qualifications and curatorial experience in a museum/gallery setting are essential.

A position description and information may be obtained from Council's website www.hrcc.vic.gov.au or contact Andrea Cameron, Executive Assistant on andrea.cameron@hrcc.vic.gov.au or 5382 9712.

For further information contact Merle Hathaway, Art Gallery Director on 5382 5575 or merle.hathaway@hrcc.vic.gov.au

Applications to Horsham Regional Art Gallery, 80 Wilson St, Horsham 3400 by 5pm, 29 May 2007

Advertisement: Wimmera Mail Times – Friday 11th and 18th May, 2007 and
The Age – Saturday 12th May, 2007

CONFIDENTIAL

HORSHAM RURAL CITY COUNCIL

Community and Enterprise Services

Position Description

EMPLOYEE:

POSITION TITLE: Art Gallery Curator

POSITION NUMBER: 1512

MANAGER: General Manager Community & Enterprise Services
Angela Murphy

SECTION: Cultural Services

AWARD: Victorian Local Authorities
Award - 2001

AWARD CLASSIFICATION: Band Level: 5 or 6 depending on experience

PREPARED BY: Community & Enterprise Services Department

APPROVED BY:DATE:.....
(General Manager Community & Enterprise Services)

.....DATE:.....
(Employee)

POSITION OBJECTIVES:

To efficiently and effectively undertake Curatorial duties related to the gallery's collections and exhibition programmes, and liaise with artists, media, donors, general public, etc for the benefit of the Gallery and Horsham community.

KEY RESPONSIBILITY AREAS:

Manage and care for the gallery's permanent collection and advise on conservation needs

Maintain digital collection register and keep accurate records of the storage and movement of works, donations and loans

Organise the receipt, packing and dispatch of temporary exhibitions and undertake the installation of exhibitions both "permanent" and temporary

Manage and maintain effective use of all storage facilities

Prepare reports, interpretative and other material for exhibitions, media releases, Annual Report, gallery newsletters, Acquisition Committee and Cultural Gifts Programme

Maintain and update security/emergency procedures and policy

Assist with exhibition openings, gallery functions and other activities

Liaise with artists, donors, gallery hirers, media, general public and volunteers

Assist with promotion of gallery through media releases, radio interviews, etc

Curate exhibitions selected from the permanent collection and occasionally other sources

Supervise and train Curatorial Assistant

Undertake occasional tours, reception and administrative duties as required

Risk Management:

- perform duties in a manner within acceptable level of risk to:-
 - a) the personal health and safety of self, other employees, Council customers and/or the community in general; and
 - b) any property.
- make loss control/prevention a priority whilst undertaking daily tasks on behalf of Council and encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the Art Gallery Director.
- ensure any new plans or changes to existing systems or assets will consider risk implications; and
- provide risk management and hazard identification related information as requested.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

ORGANISATIONAL RELATIONSHIP:

Reports to: Art Gallery Director

Supervises: Curatorial Assistant, casual installation staff, and occasionally volunteers

Internal Liaisons: Gallery and Horsham Rural City Council staff, contract staff

External Liaisons: Artists, couriers, visitors, members of the Gallery, general public, donors, other galleries and curators, tradesmen, hirers of the Gallery, occasionally tour groups

ACCOUNTABILITY AND EXTENT OF AUTHORITY JUDGEMENT AND DECISION MAKING:

Accountable to the Art Gallery Director for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies.

Responsible for the safe handling of art works and resources

Accountable for the preparation of accurate records related to collection documentation

May make decisions related to methods of recording or carrying out tasks

Tasks are undertaken without supervision although guidance and advice is available

Able to provide information on the gallery's operations, exhibitions, collections, art works and artists

Able to deputise, when necessary, for the Director

In your own interests, and as a legal obligation, you have a responsible to take reasonable care:-

- to protect your own health and safety at work
- to avoid adversely affecting the health and safety of any other person through any act or omission at work
- to use any equipment provided for health and safety purposes
- to obey any reasonable instruction that you may be given in relation to health or safety at work
- to ensure that you are not, by the consumption of alcohol or a drug, in such a state as to endanger your own safety at work or the safety of any other person at work
- to promptly report all accidents to your supervisor.

SPECIALIST SKILLS AND KNOWLEDGE:

Cataloguing and curatorial skills and experience, and an understanding of the broad principles of museum management and preventative conservation

Knowledge of Australian art and photography highly desirable

Able to undertake research, keep records and prepare written material

Basic practical, handyperson skills, some typing and computer skills: Word, Excel, familiarity with a computer cataloguing software programme, Publisher an advantage.

MANAGEMENT SKILLS:

Able to efficiently and effectively prioritise, plan and organise own time and workload

Able to provide training and guidance to other staff, volunteers and work experience persons

INTERPERSONAL SKILLS:

High standard of written and verbal communication skills in areas of collections, research, exhibition documentation and publicity

Able to work effectively and co-operatively in a team environment with Gallery and Council staff and volunteers

Able to liaise with the public, artists and groups at all levels

Able to formally address the public and media an advantage

QUALIFICATIONS AND EXPERIENCE:

Tertiary qualifications in Visual/Fine Arts, Museum Studies and/or relevant experience (understanding of museum practice essential).

Physical fitness and an ability to undertake manual handling tasks.

Current Drivers License

KEY SELECTION CRITERIA:

Appropriate tertiary level qualifications and some curatorial experience in a museum/gallery environment, or lesser formal qualifications and substantial experience is essential

Knowledge of contemporary museum practice, particularly with regard to interpretation, exhibition curation and display, cataloguing and conservation issues

Understanding of use of computers for record keeping and document development, and in particular familiarity or willingness to develop skills in utilising cataloguing software, Microsoft Word, Access, Outlook Express and Publisher

Ability to work in a small team environment

Ability to research and prepare high quality written material for reports, newsletters and media

Basic practical, handyperson skills

Knowledge of Australian art and photography is highly desirable

Able to efficiently and effectively plan and organise own time and workload