

POSITION DESCRIPTION

POSITION TITLE	Zig Zag Art Gallery Curator
DIRECTORATE - SECTION	Community Engagement – Economic & Cultural Services
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Arts & Culture Coordinator

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

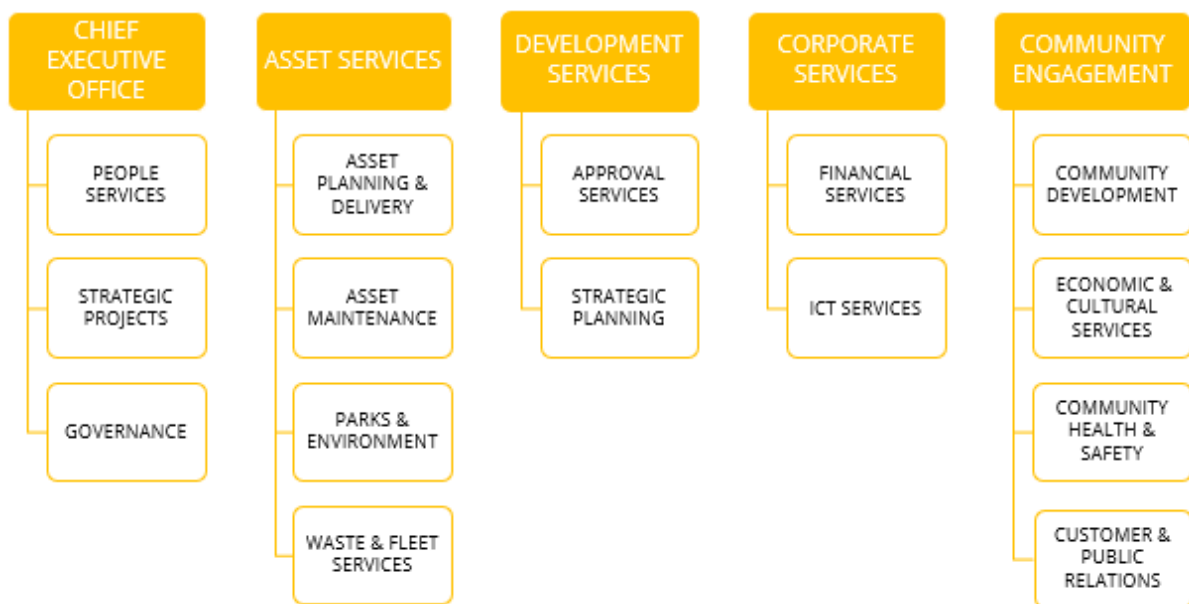
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The role of Curator is responsible for developing and managing the exhibition program at the Zig Zag Gallery. The position of Curator is required to provide quality customer service and create value for the community.

KEY RESULT AREAS

OPERATIONAL PROGRAMMING

- Develop a diverse exhibition program at the Zig Zag Art Gallery in conjunction with the Coordinator Arts and Culture.
- Manage all logistics in relation to exhibition program, including researching, negotiating with artists, managing contracts, managing installations and maintaining records.
- Develop key collateral and promotional material in relation to the exhibition program.
- Develop, plan and help deliver a range of events in conjunction with the exhibition program.
- Provide advice on Council Art Collection.
- Assist in the daily operations of the facility.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

FINANCIAL MANAGEMENT / REPORTING

- Ensure the Zig Zag Gallery Budget is monitored and managed against monthly expenditure.
- Review and develop the annual budget for the Zig Zag Gallery.
- Support compliance with records, information and knowledge management requirements of the organization.
- Be aware of procurement and contract management risks and actions to mitigate these.
- Evaluate progress and identify improvements for future projects.
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- Evaluate progress and identify improvements for future projects.

COMMUNITY LIAISON

- Develop strong links and relationships with stakeholders within the community to leverage partnering opportunities in the delivery of Zig Zag Gallery events and activities.
- Support existing cultural activities and provide opportunities to establish new initiatives for community cultural activities in partnership with community group, arts groups, and networks.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Bachelor's Degree in Visual Arts or relevant field OR
- Demonstrated solid contemporary experience as a curator in a similar role, combined with ongoing professional development

SELECTION CRITERIA

1. Strong project management and administration skills.
2. Experience in exhibition management to deliver results on time, to budget and to specification.
3. Demonstrated specialist knowledge of contemporary arts practice.
4. A sound understanding of marketing and promotion techniques cultural activities and events.
5. Able to work independently to meet deadlines and achieve objectives.
6. Proven ability to negotiate outcomes with external and internal stakeholders to achieve strategic goals and outcomes for the art gallery.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Arts & Culture Coordinator
DATE PD REVIEWED/APPROVED: 27 July 2023
