



ARTSPACE

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Woolloomooloo NSW 2011
Sydney Australia

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POSITION DESCRIPTION | Associate Curator and Executive Assistant

TERMS AND CONDITIONS OF EMPLOYMENT

POSITION TITLE Associate Curator and Executive Assistant

HOURS: Monday to Friday 10am to 6pm, with additional hours required from time to time

TERMS OF EMPLOYMENT: Permanent full-time, subject to a six-month probationary review

SALARY: \$55,000–\$62,000 per annum plus superannuation

LOCATION: The position is based at Artspace with some occasional offsite work required

This position is made possible with the generous support of Andrew Cameron AM and Cathy Cameron.

VISION

EVER CHANGING, EVER CHALLENGING, Artspace is where audiences engage with the artists and the ideas of our times.

MISSION

Artspace is one of the leading institutions for the production and presentation of contemporary art in the Asia-Pacific. Artspace's mission is to enhance our culture through a deeper engagement with contemporary art. Embracing risk, experimentation, criticality and collaboration, Artspace's multi-platform program facilitates new commissions, exhibitions, performances, artist residencies, public programs, publishing and advocacy. Underpinned by a commitment to reflecting and advancing social and cultural diversity, Artspace catalyses new artistic visions and enables artists of all generations to test ideas and shape public conversations.

ABOUT US

Established in 1983, Artspace is an independent, not-for-profit contemporary art space that receives government support for its activities from the Federal Government through the Australia Council for the Arts and the State Government through Create NSW, alongside the ongoing and valuable contribution of our dedicated community of partners and benefactors.

ACKNOWLEDGEMENT

Artspace acknowledges the Gadigal people of the Eora nation on whose unceded lands we are situated and pay respects to elders past, present and emerging. We acknowledge those who share borders with the Gadigal, from gadu or saltwater to the east, Dharug to the west, Gundungurra to the southwest, Dharawal to the south and Kuring-gai to the north. Artspace is situated on Yurong, looking out from the shores of Warrane, where we are fortunate to be afforded the space to reflect on the legacies present in this place. We recognise all First Peoples and their continuing connection to land, waters and culture.

POSITION SUMMARY

The Associate Curator and Executive Assistant role is made possible by Andrew Cameron AM and Cathy Cameron to directly support the Executive in building capacity for the organisation and its artistic program, and will be crucial during this next phase of strategic growth following the major capital redevelopment of The Gunnery building.

The Associate Curator and Executive Assistant is responsible for providing a high level of administrative support for the Executive Director and Deputy Director. This role is highly valued, working across communication, strategic initiatives, project coordination and reporting requirements. Applicants must be accustomed to managing competing priorities, diaries and schedules. Highly developed organisational skills are essential, as is strong proficiency in providing all levels of administrative support. The Associate Curator and Executive Assistant also plays a support role in the development of Artspace's exhibition program, including taking the lead responsibility for the project space, the Ideas Platform, in collaboration with the curatorial team. This position also contributes to public programs and other curatorial initiatives.

The Associate Curator and Executive Assistant is expected to work collaboratively with the Artspace team to deliver the artistic and business development objectives of the organisation.

KEY ACCOUNTABILITIES

In consultation with the Executive, the Associate Curator and Executive Assistant will implement Artspace's program strategies across the following areas:

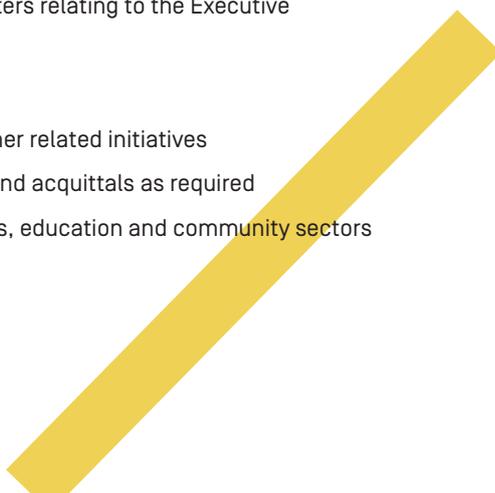
CURATORIAL

- Contribute to the development and delivery of exhibition and commissioning projects
- Provide high level curatorial support, including but not limited to: compiling and consolidating research; drafting text for wall labels; publication support; budget management; calendar support; meeting agendas and minutes; producing documents for exhibition presentations; sourcing installation materials; and preparing artist invitations and contracts
- Work closely with the curatorial team to develop an annual exhibition program for the Ideas Platform to support experimental, open-ended and expanded creative practices that align with the organisation's vision and objectives
- Coordinate the annual program for the Ideas Platform including the open call, installation schedule, artist contracts, reporting requirements and website content

BUSINESS ADMINISTRATION

- Provide administrative support to the Executive, including but not limited to diary management, preparation of correspondence and documentation such as drafting letters and emails as required
- Coordinate meetings, including sending invitations, circulating agendas on behalf of the Executive, booking rooms, arranging catering requirements, taking minutes, tracking action items, and noting attendance
- Research and prepare speaking notes for the Executive for a range of events and activities with external stakeholders
- Ensure Board reports and meeting materials are available in a timely manner
- Assist with financial management and procedures
- Act as a key point of contact for external stakeholders for all matters relating to the Executive

OTHER DUTIES

- Contribute to the development of curatorial programming and other related initiatives
 - Assist with the preparation of materials for funding applications and acquittals as required
 - Professionally represent Artspace and its programs within the arts, education and community sectors
 - Assist with the setup and delivery of public programs as required
 - Adhere to Artspace's policies and processes
 - Other duties as required by the Executive
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SELECTION CRITERIA

Required qualifications and experience

1. Relevant tertiary qualifications (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management, Fine Arts), and a good knowledge of contemporary art and culture.
2. Demonstrated experience working across curatorial and exhibition projects in an art institution or similar, and a commitment to promoting the work of living artists and making contemporary art accessible to diverse audiences.
3. Demonstrated administrative, planning, project management and budget management skills
4. Excellent problem-solving skills, with a demonstrable ability to think strategically and devise practical solutions to complex issues.
5. Proven ability to work independently as well as collaboratively with a small team.
6. Excellent communication skills, including written, editorial and verbal presentation skills.
7. Demonstrated competency with event management and presentation platforms, as well as Microsoft Office (Word, Excel, PowerPoint), and basic familiarity with audio-visual and digital technology for events, including Zoom and Eventbrite.

WORKPLACE HEALTH AND SAFETY

The role must ensure familiarity and comply with all Workplace Health and Safety requirements and Safety standards and processes as set out in all relevant policies, procedures, legislation and acts and participate in meetings, training and other health and safety activities, as required.

APPLY NOW

To apply, please submit the following documents in a single PDF:

- Response to the above selection criteria (three pages maximum)
- Current curriculum vitae
- Names and contact details for two professional referees

Applications should be submitted **by 5pm on Monday 22 August** to: jobs@artspace.org.au

Enquiries can be directed to the Executive from Wednesday 3 August – Friday 19 August on 02 9356 0555, or by contacting Yuanyu Li yuanyu@artspace.org.au to arrange a meeting time to discuss the role.

Artspace is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation.

We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, those identifying as LGBTQIA+ and people from culturally diverse communities.

