

## **Position Description | Associate Curator – Programs**

### **Terms & Conditions of Employment**

**Position Title:** Associate Curator – Programs

**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

**Base Salary:** \$60,000 per annum plus superannuation

**Location:** The position is based at Artpace with some occasional offsite work required

### **Acknowledgement of Country**

Artpace acknowledges the Gadigal people of the Eora Nation as the Traditional Custodians of the lands and waters on which Artpace stands. We acknowledge and pay our respects to all Aboriginal and Torres Strait Islander peoples and their Elders, past and present, as the custodians of the world's oldest continuous living culture.

Artpace also acknowledges the Aboriginal peoples who share borders with Gadigal Country. 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.

Today, Aboriginal and Torres Strait Islander peoples from all over Australia live, work, and create on Gadigal Country. Artpace pays deep respect and gratitude to the Aboriginal and Torres Strait Islander peoples who are audiences, collaborators, and artists that we engage with. This was and will always be, Aboriginal land. Artpace is excited to develop and implement its Reconciliation Action Plan, and to continue the on-going journey towards reconciliation. Artpace is committed to building an Arts sector with reconciliation at its heart.

### **Artpace Vision**

Ever changing, ever challenging, Artpace is where audiences encounter the artists and the ideas of our times.

### **Mission**

Artpace is one of the leading institutions for the production and presentation of contemporary art in the Asia Pacific. Our expansive, multi-platform approach to programming includes new commissions, exhibitions, performances, studio residencies, publishing, public programs, learning and outreach initiatives, and advocacy. Artpace is where artists of all generations test new ideas and shape public conversation. Embracing risk, experimentation, collaboration and advocacy, Artpace's mission is to enhance our culture and support community vibrancy through a deeper engagement with contemporary art.

### **About Artpace**

We are a leading independent, not-for-profit contemporary art space, cultural partner and community resource located in Sydney on Gadigal land. We receive government support from the Federal Government through Creative Australia and from the New South Wales (NSW) State Government through Create NSW. Government funding is supplemented through the valued contributions of our dedicated community of partners and benefactors.

### **Position Summary**

The Associate Curator – Programs is a multifaceted role that will provide a high level of support for Artpace's one-year studio residency program, learning and outreach programs, public and partnership programming.

The Associate Curator – Programs will be a crucial role within Artpace's team, working collaboratively with the Executive on the integration, delivery and growth of Artpace's studio residencies for artists with learning and access programs for students, teachers, adults and families, and the local Woolloomooloo community. The Associate Curator – Programs will support opportunities for artists in the studio program and implement the strategic direction of Artpace's engagement with target audiences (onsite, online and regionally). This role will advocate for new approaches to learning and access programs that also connect with Artpace's exhibition program and will support strategic cultural and community partnerships that align with the organisation's vision and objectives.

This position is expected to work collaboratively with the Artpace team to deliver the artistic and business development objectives of the organisation.

### **Key Accountabilities**

In consultation with the Executive, the Associate Curator – Programs will implement Artspace’s program strategies across the following areas:

#### **One Year Studio Program**

- Contribute to the development and delivery of Artspace’s annual studio program, including coordinating the open call, studio access, artist contracts, studio visits, reporting requirements and website content
- Act as the key liaison and support for all artists in the program, including at times providing support for visiting artists and curators, organising itineraries and travel arrangements
- Work closely with the curatorial team to providing a high level of responsiveness, curatorial support and advocacy for artists participating in the residency program, facilitating professional development through a range of platforms, including showcasing their work to curatorial peers and to other audiences
- Contribute to the development of written content and collateral supporting participating artists through online programming and expanded publishing initiatives that highlight selected outcomes and insights from the program

#### **Learning and Outreach**

- Contribute to the development and delivery of Artspace’s learning and outreach programs for primary, secondary and tertiary students, and community groups, that connect with the studio and exhibition program
- In consultation with the Executive and Senior Curator, plan and develop learning resources, workshops and digital content that connects with the studio and exhibition program to reach target audiences
- Actively foster new audiences through initiatives and collaborations with community groups and build and maintain relationships with teachers and schools across NSW and coordinate their visitation
- Ensure Artspace’s learning programs are responsive to state and national curricula requirements, and broader education priorities and initiatives

#### **Other Duties**

- Assist with the preparation of materials for funding applications and acquittals
- Work in close collaboration with Executive and Senior Curator to develop programming ideas and projects to support the artistic and business objectives of the organisation, and assist with the delivery of public programs
- Provide support for the development of key cultural partnerships
- In collaboration with the Artspace team, market and promote the studio program and learning and outreach to effectively target artists, priority schools, tertiary and community groups
- Produce copy for Artspace’s website and marketing, including targeted newsletters to key stakeholders
- Professionally represent Artspace and its programs within the arts, education and community sectors
- Other duties as required by the Executive

#### **Selection Criteria**

1. Relevant tertiary qualifications (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management), and a good knowledge of contemporary art and culture.
2. Experience in the development of public programs and/or learning and access programs for diverse audiences, and an interest in interdisciplinary programming initiatives that connect to NSW state government and Australian curriculum priorities.
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.

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 living with a disability, those identifying as LGBTQIA+, and people from culturally diverse communities.

**To apply**

Please send applications via email to [jobs@artspace.org.au](mailto:jobs@artspace.org.au) with the subject line:

CONFIDENTIAL Application: Associate Curator – Programs

Applications should contain:

- CV including applicant's contact information (maximum three pages)
- One document addressing the Selection Criteria (maximum three pages)
- Contact information for two professional referees

Applications to be submitted by 5pm on Monday 20 May.

Enquiries can be directed to: Michelle Newton, Deputy Director, 02 9356 0555 or [michelle@artspace.org.au](mailto:michelle@artspace.org.au)