

GALLERY CURATOR Position Description

Applications due midnight (AEDT)
26 March 2018.

BACKGROUND

Bus Projects is an artist-run organisation dedicated to developing and showcasing the practices of Australian artists. Since its founding in 2001, Bus Projects has championed a progressive and interdisciplinary approach to artistic programming. It does so by providing a supportive, artist-centred environment in which practitioners and audiences can come together to collaborate, think, discuss, and collectively take risks.

THE POSITION

The Gallery Curator works collaboratively with the Director and Program Coordinator to develop and implement the annual program of exhibitions, public programs and publishing projects. The Gallery Curator will confidently liaise with a variety of stakeholders, including the general public, emerging and established artists, curators and writers, on the planning and realisation of a broad range of exhibitions and creative projects.

Period of Employment and Salary

The position is a part-time appointment (0.6 FTE) at \$40,000 per annum (pro-rata) inclusive of superannuation: in line with current legislation, the mandatory employer contribution will be paid into a complying superannuation fund nominated by the employee. The standard contract of employment covers a full calendar year.

Hours

12pm – 6pm, Tuesday – Thursday (negotiable); some weekend work to oversee the transition of exhibitions once per month and attendance at all openings, Board meetings and other nominated functions is also required.

Reporting

The Gallery Curator reports directly to the Director. A performance review is conducted annually with the Director and a representative of the Board.

Bus Projects is committed to being an equal opportunity workplace and an affirmative action employer. We encourage applications from Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, gender diverse, intersex or queer.

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KEY RESPONSIBILITIES

Exhibitions and Programming:

1. Work with the Director and Program Coordinator to develop, implement and manage the Gallery's artistic, public and publishing programs.
2. Be the primary point of contact for Gallery Program participants.
3. Maintain communication with artists and oversee the planning and installation of exhibitions.
4. Regularly brief the Director on developments within the program to promptly manage changes and risk.

Exhibition Selection Process:

1. Manage the open-call exhibition process and coordinate selection meetings with the Artistic Advisory Group.
2. Proactively consult with artists and be available for discussion in the lead up to proposal deadlines.
3. Accurately distribute application outcome emails and work with Program Coordinator to generate exhibition agreements in a timely manner.

Gallery Operations:

1. Work with the Director and Program Coordinator to ensure the smooth day-to-day running of the gallery and the maintenance of gallery facilities, equipment and amenities.
2. Work with the Director and Program Coordinator to deliver events including exhibition openings, talks, public programs and other off-site activities.
3. Develop and maintain effective and professional administrative processes and systems including responding to enquiries from the public, and maintaining relevant financial records.

Marketing and Promotion:

1. Work with the Director and Program Coordinator to develop and implement strategies to promote the gallery's programs through all forms of media.
2. Contribute to Publicity and Marketing strategies, generating material for media and assisting in writing media releases.

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SELECTION CRITERIA

1. An understanding of and enthusiasm for contemporary art and visual culture in Australia.
2. Demonstrated experience in developing curatorial projects, exhibition programs and working with artists.
3. Proven ability to work under pressure within a fast-paced environment, both independently and as part of a team.
4. Well-developed skills in relation to administration, planning and project management.
5. Strong interpersonal communication skills; both written and verbal.
6. Proven experience with a range of computer (Mac) and programs, including Adobe Creative Suite and Microsoft Office.
7. Tertiary qualification in Art History/Fine Arts, Curatorial/Museum Studies, or equivalent experience.

APPLICATIONS

Applicants must provide the following via email (PDF):

1. 2-page letter addressing the Key Selection Criteria.
2. Current curriculum vitae with the names and contact details of two professional referees.

Address applications to:
The Director, Bus Projects
channon@busprojects.org.au

Applications are due by midnight (AEDT) 26 March 2018. Shortlisted applicants will be contacted for interview during the following week. Shortlisted applicants will be invited to attend an interview on 5/6 April 2018.