**POsition descriptioN**

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| POSITION TITLE: | **Curator** |
| DIVISION: | **City Services and Living** |
| DEPARTMENT: | **City Lifestyle** |
| SECTION: | **Arts, Culture and Events** |
| CLASSIFICATION: | **Band 6** |

**POSITION OBJECTIVES:**

* To develop and deliver an annual exhibition program in galleries and oversee day to day operations of Hume Galleries.
* To develop and deliver public programs which enhance audience engagement.
* To design and deliver programs which support artists’ professional development.

**KEY RESPONSIBILITIES AND DUTIES:**

**Service Delivery:**

* Develop, deliver and evaluate an annual exhibition program and public programs and engagement in support of the objectives of the Council Plan and related strategies.
* Oversee the development and distribution of promotional materials and opportunities in support of the Gallery’s program.
* Develop and manage contractual arrangements for the provision of services as required.
* Monitor the annual Gallery budget in accordance with Council policies, procedures and budget delegations.
* Install and de-install exhibitions and maintain Gallery, workroom and storage areas.
* Support the maintenance of the Hume Civic Collection.

**Liaison and Collaboration:**

* Establish strong partnerships with key stakeholders including community members, artists and arts organisations, community and business organisations, other government and non-government agencies and schools to develop, implement and support the delivery of art and cultural activities.
* Represent Council within arts and cultural networks as required

**Policy and Planning:**

* Contribute to the development, implementation and evaluation of policies, strategies and plans in support of the Galleries and of arts and culture activities.
* Oversee the annual EOI process of applications to exhibit.
* Identify and prepare submissions in relation to external funding and sponsorship opportunities.
* Contribute to strategic planning within the City Lifestyle Department .

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Coordinator Arts and Culture |
| Supervises: | Casual staff, contractors, volunteers |
| Internal Contacts: | All levels of staff and management at Council, in all service areas as required relevant to the position |
| External Contacts: | Residents, Artists and arts organisations, State and Federal Government departments, Community groups, Non-government organisations, Community Advisory Committees, Local business and interest groups, Contractors |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

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| Icon  Description automatically generated | We’re better, every day  We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it together  At Hume, everyone matters. We welcome and include all.  Respect and safety are expected. |
| Icon  Description automatically generated | We show up  We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for Hume  We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

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| **POLICE CHECK:**  The incumbent must have and maintain a current Police Check | |
| **WORKING WITH CHILDREN CHECK:**  The incumbent must have and maintain a current Working with Children Check | YES  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK**   * The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) * The incumbent must undergo a Pre-Employment Audio Test | YES  NO  YES  NO |
| **PSYCHOMETRIC ASSESSMENT**  The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | YES  NO |
| **OTHER DUTIES**  Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. | |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Hume Values & Guiding Behaviours.
* Maintaining a knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
* Acting within the framework of clearly set objectives, Council policies and budgets, with the freedom to act being subject to regulations and usually subject to appeal or review.
* Providing formal input into the development of Gallery policies, programs and operations.
* Monitoring the annual Gallery budget in accordance with Council policies, procedures and budget delegations.
* Supervision of casual staff, contractors and volunteers, ensuring effective team coordination and performance.
* Accountable for the effective daily management of operations and development of the Gallery facility
* Responsible for liaising with the community, external organisations and internal representation of the Gallery program within Council.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Applying sound judgement using procedures developed from theory or precedent, drawing from professional industry experience and knowledge when making decisions to problems not previously encountered.
* Providing advice and recommendations relating to high quality innovative programming aligned with the Council Plan and strategic objectives.
* Demonstrating adaptability and critical thinking, adjusting approaches as needed to thrive in dynamic environments.
* Maintaining professionalism and acting with integrity at all times.
* Guidance and advice are usually available from the Coordinator, Arts and Culture.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* In depth understanding of gallery or museum principles and practices.
* Proven ability to conduct original and community informed research that supports innovative and socially engaged exhibitions and programs.
* Sound knowledge of project management principles with the ability to coordinate exhibitions and deliver public programs that are responsive to community needs, social and cultural contexts.
* Extensive knowledge of contemporary Australian art and the arts and cultural sector with an understanding of diverse artistic traditions of underrepresented communities.
* Strong understanding of community engagement and participatory practice with a commitment to building capacity, social connection, and cultural expression.
* Familiarity monitoring annual budgets relevant to the position in accordance with organisational policies, processes and delegations.
* Technical knowledge and skills required to deliver gallery programs, including guiding, supporting and advising on the installation and de-installation of exhibitions in Gallery and art projects across the municipality.
* Understanding of the long term unit goals and policies relevant to the position.
* Strong knowledge of OH&S and Risk Management practises in gallery facilities.
* Sound knowledge of Australian art and a comprehensive understanding of the arts and cultural sector, including current industry trends, frameworks, and best practices.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Well developed skills in managing time, setting priorities, planning and organising own work and where appropriate that of supervised employees, to achieve set objectives efficiently with available resources and agreed timelines.
* Ability to work effectively under limited supervision.
* Ability to manage and effectively engage contractors, casual staff and volunteers.
* Demonstrated ability to implement Equal Employment Opportunity (EEO), Occupational Health and Safety (OHS) legislation and development.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Highly developed verbal and written communication skills with the ability to prepare and present concise reports, correspondence and information for staff on matters relating to the position.
* Ability to effectively work with communities to support capacity building, social connection and expression through arts and cultural programming, utilising industry best practise community cultural development principles
* Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
* Ability to work effectively as a part of a team.
* Ability to liaise with counterparts in other organisations to discuss specialist matters, and within the organisation to resolve intra-organisational problems.
* Proven ability to collaborate effectively and build partnerships with a diverse range of stakeholders, including internal staff, external organisations, and community members with varying skill levels.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Degree or Diploma in the Art sector or a related discipline with some relevant experience; or lesser formal qualifications with substantial relevant experience in the visual arts or cultural sector.
* Demonstrated experience in the development and delivery of community focused curatorial projects and exhibition programming, with a focus on reducing barriers to arts participation and supporting artists’ professional development.
* Demonstrated experience developing and implementing programs that increase community access to the arts, enhance audience engagement, and drive visitation.
* Proficient in arts marketing and promotion, with expertise in creating communications for newsletters, social media and platforms to support audience development and program visibility.
* Experience in a local government context would be considered advantageous.
* Current driver’s licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | | **Occasional** | | | **N/A** | |
| Manual handling weights – above 10kgs |  | |  | |  |  | |
| – below 10kgs |  | |  | |  |  | |
| Manual handling frequency |  | |  | |  |  | |
| Repetitive manual work |  | |  | |  |  | |
| Repetitive bending/twisting |  | |  | |  |  | |
| Repetitive kneeling/squatting |  | |  | |  |  | |
| Working with arms above head |  | |  | |  |  | |
| Lifting above shoulder height |  | |  | |  |  | |
| Using hand tools – vibration/powered |  | |  | |  |  | |
| Operating precision machinery |  | |  | |  |  | |
| Close inspection work |  | |  | |  |  | |
| Wearing hearing protection |  | |  | |  |  | |
| Wearing eye protection |  | |  | |  |  | |
| Wearing safety shoes/boots (steel cap) / gum boots |  | |  | |  |  | |
| Wearing other relevant PPE |  | |  | |  |  | |
| Working in dusty conditions |  | |  | |  |  | |
| Working in wet/slippery conditions |  | |  | |  |  | |
| Working with chemicals/solvents/detergents |  | |  | |  |  | |
| Washing hands with soap (hygiene) |  | |  | |  |  | |
| Working at heights |  | |  | |  |  | |
| Working in confined spaces |  | |  | |  |  | |
| Working in chillers (+4 degrees C) |  | |  | |  |  | |
| Performing clerical duties |  | |  | |  |  | |
| Working on a keyboard |  | |  | |  |  | |
| Driving cars and/or trucks |  | |  | |  |  | |
| Other (please specify) |  | |  | |  |  | |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. | |
| Name (Please print): | |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree or Diploma in visual arts, museum practice or a related field with some relevant experience; or lesser formal qualifications with substantial relevant experience in similar or comparable organisations.
2. Demonstrated curatorial experience in a gallery or museum facility within a community or local government setting.
3. Experience working with early-career and community artists to support artist through professional development, mentorship and artist-in-residence programs, in comparable organisations.
4. A proven ability to develop and implement programs that increase community access to the arts, enhance audience engagement, and drive visitation, including working with underrepresented communities and people with diverse lived experiences.
5. Highly developed verbal and written communication skills, including experience in the preparation of reports, grant submissions, project briefs, and knowledge of budget documentation requirements.
6. Current driver’s license.