

# POSITION DESCRIPTION

## Assistant Curator Western Sydney Creative (Identified)



### POSITION DETAILS

<b>Position Title</b>	Assistant Curator Western Sydney Creative (Identified)
<b>Classification</b>	HEW 6
<b>Position Number</b>	7015878
<b>School/Office</b>	Infrastructure Strategy and Planning
<b>Division</b>	Office of Property and Commercial

***This is an identified position, and applicants must be an Aboriginal and/or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.***

### POSITION PURPOSE

The Assistant Curator supports the research, development and delivery of exhibitions, The role works closely with the Senior Curator to deliver high-quality, culturally safe and community-engaged cultural programming, particularly with Indigenous artists and communities.

The role contributes to curatorial outcomes while building professional capability in research, exhibition delivery and public engagement. The position also supports initiatives that reflect the University's Indigenous heritage and contemporary connections, and that advance Western Sydney Creative's objectives for access, diversity, community engagement and student learning opportunities.

### KEY ACCOUNTABILITIES

#### 1. Curatorial & Program Support

- Prioritise curatorial work relating to Indigenous artists, cultural materials and Indigenous-led programming, ensuring all exhibition elements reflect culturally appropriate practice.
- Support Indigenous led research, planning and delivery of Indigenous exhibitions and cultural programs , including curatorial research, artwork selection and interpretation, grant support, and coordination

#### 2. Ethical & Culturally Safe Practice

- Work within Indigenous-led frameworks and ICIP protocols, contributing to culturally safe, ethical approaches to display, interpretation and community engagement in line

with organisational policies.

### **3. Collection & Documentation**

- Assist with the research, management and documentation of Indigenous collections and cultural materials, including catalogue records, ICIP permissions, community consultation requirements, basic care, and condition reporting.
- Ensure all handling, access and storage processes align with ICIP protocols and culturally safe practice. Undertake artwork stocktakes (Collection wide) and assist with campus artwork installation.

### **4. Public Programs & Engagement**

- Support the planning and delivery of public programs, exhibitions and events across the broad Western Sydney Creative program, including artist liaison, scheduling, catering, logistics including freight, technical and installation support, as well as the development of audience and interpretive materials.

### **5. Relationship Management, Professionalism & Confidentiality**

- Maintain professional, confidential and respectful working relationships with internal teams and external stakeholders, contributing to effective collaboration across projects.

### **6. Other Duties**

- Undertake other duties relevant to the classification level as directed.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

### **1. Cultural Background**

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### **2. Relevant Qualifications and Experience**

Relevant tertiary qualification in a related discipline, or equivalent professional experience in curatorial, cultural or project support roles.

### **3. Curatorial and Collections Knowledge**

Demonstrated interest in contemporary art and curatorial practice, with working knowledge of exhibition processes and collections management systems.

### **4. Strong Communication Skills**

Well-developed written and verbal communication skills, including the ability to prepare clear reports, exhibition texts and support documentation, and communicate complex matters effectively.

### **5. Operational and Project Support Capability**

Proven ability to support the logistical and operational delivery of exhibitions, programs and events, including scheduling, coordination and monitoring of plans and processes.

### **6. Professional Judgement and Confidentiality**

Demonstrated capacity to exercise sound judgement, manage sensitive information appropriately, and operate with professionalism and discretion.

### **7. Teamwork, Initiative and Problem Solving**

Ability to work collaboratively, meet deadlines, use initiative, and solve problems

independently to achieve agreed objectives with minimal supervision.

## KEY RELATIONSHIPS

- **This position reports to:** Senior Curator
- **This position has no supervisory responsibilities**
- **Key internal relationships:**
  - Senior Curator
  - Executive Director, Infrastructure Strategy and Planning
  - Staff within the Division of Property and Commercial
  - Staff within the Division of Deputy Vice Chancellor Indigenous Leadership
  - Staff at The Whitlam Institute
- **Key external relationships:**
  - Higher Education Sector
  - Corporate and Private Sector Organisations
  - Community Sector
  - Arts Sector

## CHALLENGES

- **Integrating Curatorial Delivery with Cultural Safety Requirements -**  
Supporting exhibitions and programs within Indigenous-led frameworks and ICIP protocols requires careful consultation and flexible processes.
- **Coordinating Logistically Complex Projects Across Multiple Campuses**  
The different sites require a more detailed coordination of freight, schedules, access and technical services while maintaining collection care standards.
- **Managing Competing Priorities Across Concurrent Programs and Deadlines**  
Multiple exhibitions and public programs are supported simultaneously, with shifting priorities driven by artist availability, loan conditions and operational constraints

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:**

**Date:**