

POSITION	Assistant Curator
POSITION NUMBER	
CLASSIFICATION	Band 5
AGREEMENT	Ballarat City Council Enterprise Agreement No. 7 2016
DIVISION	Development and Planning
UNIT	Art Gallery of Ballarat
MANAGER	Director Art Gallery of Ballarat
DATE UPDATED	February 2019

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT: _____

SIGNED: _____

DATED: _____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Art Gallery of Ballarat provides a focus for visual arts in the Ballarat region. It is the oldest regional Gallery in Australia with a collection of Australian art which ranks in the top 5 in the nation. Special collections relate to early Ballarat, Goldfields, Eureka, the Lindsay family and medieval and renaissance manuscripts. The Gallery aims to stimulate appreciation and enjoyment of the visual arts for the people of Ballarat region and to attract visitors from the wider Australian communities.

The Gallery conserves a major collection, displays and interprets the collection, presents temporary exhibitions, tours, workshops, lectures and musical and performance events.

The Art Gallery of Ballarat Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:

 <p>LEADERSHIP</p> <ul style="list-style-type: none">• Be passionate• Act with integrity & honesty• Be reliable & responsible• Embrace the challenge	 <p>OUTCOMES</p> <ul style="list-style-type: none">• Meet & exceed expectations• Collaborate widely• Take ownership of the task• Be strategic
 <p>LOYALTY</p> <ul style="list-style-type: none">• Be authentic• Contribute• Openly communicate• Be available• Listen	 <p>EXCELLENCE</p> <ul style="list-style-type: none">• Be committed to the journey• Make informed & evidence-base decisions• Strive to lead the sector

2. POSITION OBJECTIVES

- Provide high level support for exhibitions and curatorial work
- Coordinate the Backspace Gallery, a community gallery
- Support management and development of the Gallery collection

3. KEY RESPONSIBILITY AREAS

- Coordinate the Backspace Gallery including: artist liaison, contracts, schedules, preparing exhibition materials and installing exhibitions
- Undertake project management in relation to exhibition projects, including developing proposals, project timelines, organising and managing the administration of exhibition Project Team Meetings
- Install artworks for exhibitions and collection displays, including installing and maintaining multimedia/audio visual equipment, display equipment and lighting.
- Provide curatorial assistance including preparation of artists' letters, contracts and other administrative tasks

- Support curators in the preparation of content related to exhibition including: research, sourcing/captioning images and achieving copyright clearances for publicity and print production purposes; provide assistance on catalogue production including sourcing and preparation of artist biographies
- Undertake collection management tasks including stocktake, photography, loans, Vernon database administration
- Compile condition and packing reports to museum standard, keeping records of movement and conditions of works and liaise with conservators and couriers when necessary
- Compile information for labels and text panels, write content for the What's On, website and exhibitions where applicable
- Assist with research enquiries, image requests and copyright, acquisition proposals and documentation
- Contribute to, participate in and deliver Public Program and Education activities
- Implement effective evaluation and feedback mechanisms to enable ongoing quality improvement in the delivery of content for projects.

From a Health & Safety perspective the City of Ballarat requires the following:

- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- At a minimum, conduct monthly team meetings where health and safety is a standing agenda item.
- Demonstrate safety leadership.
- Apply operational safety guidance and direction.
- Measure performance regularly against a clear set of safety goals and targets.
- Act and apply a balance of consequences as required.
- Escalate relevant safety issues of importance in a timely fashion.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Curator
Internal Liaisons:	Director Art Gallery of Ballarat Members of Gallery staff Staff in other Council Departments
External Liaisons:	Staff in other cultural organisations

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is directly responsible to the Curator.
- This position involves a strong project management role. The incumbent shows a high level of initiative and problem solving in coordinating the needs of the facility.
- Work collaboratively with other staff in the Curatorial team. Assist with the research, development and delivery of high-quality exhibitions and displays, publications and online content

- Assist in the development of the collections by following up potential acquisitions and preparing acquisition proposals and preliminary collection registration lists
- Assist the Curator and Registrar in the achievement of best practice documentation, cataloguing and storage of the collection
- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times and maintains efficient lines of communication.

6. JUDGEMENT AND DECISION MAKING

- The role requires the assessment of artworks in terms of appropriate installation fittings, processes and equipment to ensure the safety of the artwork and public.
- Responsible for acting within designated budgets. Guidance and advice can be sought from the Curator or from senior staff.
- Ability to recognise and make recommendations on improvements to systems and procedures that assist with managing the collection
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge or knowledge acquired through previous experience

7. SPECIALIST SKILLS AND KNOWLEDGE

- Experience in installing artworks and knowledge of appropriate means of handling specific types of works of art.
- Knowledge of principles, practices, standards and ethics relating to the interpretation and development of cultural collections
- Experience in research, selection and preparation of artworks leading to public outcomes including exhibitions, displays and online content
- Understanding of cultural significance as it relates to collection development and in processes and practices associated with cataloguing, storage and handling of cultural material
- Experience in contributing to curatorial projects delivered on time and within budget
- Desirable - General knowledge of the Art Gallery of Ballarat; a brief history of the building/site, a broad knowledge of the Gallery's programs and the ability to describe some of the Gallery's special/unique features is desired.

8. MANAGEMENT SKILLS

- Coordinate the installation of artwork, audio visual and multimedia exhibition.
- Organise own daily and weekly work priorities and respond to urgent or competing demands between separate responsibilities to achieve objectives in the most efficient way, with the resources available and within set timeframes.
- Must be capable of acting as an advocate for the needs of the collection on the basis of knowledge and experience and must be capable of promoting their case clearly and with reasoned argument

- Understand and apply OH&S policies and follow safety guidelines in work procedures, recording venue hazards as they are identified.

9. INTERPERSONAL SKILLS

- Demonstrated written and verbal communication skills and ability to liaise with a wide range of stakeholders.
- Demonstrated interpersonal skills to contribute to the resolution of minor problems ensuring an efficient and harmonious teamwork environment.
- Ability to work cooperatively with a range of volunteers and maintain confidentiality of information within the Art Gallery of Ballarat.
- High level interpersonal skills and an ability to “manage up” regarding issues about timelines and budgets.
- Ability to work independently yet be an effective member of a multidisciplinary team

10. QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification or significant experience in Art History, Visual arts or Museum Studies.
- Strong general knowledge of Australian art history, both historic and contemporary.
- Report and publication-standard writing skills along with oral presentation skills.
- Demonstrated computer skills, including the use of databases.
- Relevant specialist technical skills and experience in a gallery or museum environment.
- Ability to meet moderate to heavy physical demands of role whilst observing OH&S requirements.
- Driver’s Car License needed for this role
- Working with Children Check needed for this role
- A satisfactory National Police Check

Desirable

- First Aid Certificate Level 1 or Level 2

11. SELECTION CRITERIA

- Qualification in Art History, Visual arts and/or Museum studies with some industry experience or extensive relevant experience.
- Experience working with artworks in a cultural collection and using collection management databases
- Extensive experience in exhibition installation across a wide range of art media and the handling of artworks.
- Strong skills in time management, planning and the ability to organise own workload and demonstrated ability to manage projects effectively under pressure
- Excellent interpersonal skills and a demonstrated ability to work in a team environment and gain co-operation and assistance from other employees and volunteers.

- Ability to work with a wide range of people, including artists and other art industry stakeholders, with the ability to communicate technical issues and requirements to external contractors
- Previous experience and a thorough understanding of all stages of developing and managing art exhibitions and/or non-museum art projects
- Capacity to communicate about art in a variety of formats, in accessible and engaging ways for multiple audiences.
- With a focus on service delivery, the ability to work flexibly, cooperatively and an ability to work outside core hours and weekends as required.

12. PHYSICAL AND COGNITIVE DEMANDS

<i>Physical Demand Matrix</i>	
Overall Role	Office Based Role

<i>Body Posture</i>	N	R	I	O	F	C	Comments
Standing			✓	✓	✓		Intermittent to Frequent requirement to stand whilst; <ul style="list-style-type: none"> • Serving customers • Filing • Operation of photocopier/ printer • Collecting files
Sitting					✓	✓	Predominantly seated role whilst completing computer and desk-based tasks able to take postural breaks as required.
Horizontal reaching with arms extended > 30cm in a 180-degree plane.		✓	✓	✓			Rare to occasional requirement to; <ul style="list-style-type: none"> • Placing or collecting files from filing cabinet • Inserting and collecting documents from printer • Placing files or folders onto shelving/ storage
Neck flexion/extension/rotation						✓	Constant movements of the neck in all directions required whilst completing all listed tasks. Potential for sustained neck flexion while reviewing hard documents.
Reaching above shoulder height		✓	✓	✓			Rare to occasional reaching to access folders from storage, pending office set up.
Stooping & bending forward from standing position		✓					Rare requirement pending office set up, if: <ul style="list-style-type: none"> • Lifting file boxes • Collecting folder from underneath desk
Kneeling / squatting		✓	✓				Rare requirement if accessing folders from underneath desks, filling cabinet, lower shelves pending office set up
Trunk rotation			✓				Rare to occasional trunk rotation required (left and right) whilst completing all tasks pending office set up

<i>Mobility</i>	N	R	I	O	F	C	Comments
Climbing step / platform		✓					Rare requirement to climb a step ladder
Walking		✓	✓	✓	✓		Rare to frequent walking whilst completing all tasks that are not desk-based
Walking over uneven surfaces	✓						Not required

POSITION DESCRIPTION

Ladder climbing	✓						
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Manual Handling	NR	R	I	O	F	C	Comments
Unilateral lifting		✓	✓	✓	✓		Rare to frequent requirement to lift paper files of varying sizes, small administration equipment, telephone etc.
Bilateral carrying		✓	✓	✓	✓		Rare to frequent requirement to lift and carry paper reams, larger files or folders, water bottles.
Lifting with weight away from body <10kg	✓						Not required
Lifting with weight away from body >10kg	✓						
Lowering a vertical distance > 25cm from waist to floor		✓	✓	✓			Intermittent requirement to lower or raise items pending office set up.
Lifting a vertical distance > 25cm from waist to shoulder height		✓	✓	✓			
Lifting 0kg - 4.5kg		✓	✓	✓	✓		Rare to Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> Files File boxes Office equipment
Lifting 4.5kg - 9kg		✓	✓				Rare to Intermittent requirement to lift up to 9kg; this extends to: <ul style="list-style-type: none"> Folders Paper reams
Lifting 9kg - 22kg		✓					Rare requirement to lift 9kg – 22kg; this extends to: <ul style="list-style-type: none"> Water bottles 11kg
Lifting 22kg - 45kg	✓						Not required
Lifting 45kg+	✓						
Handling unstable objects		✓					Rare requirement to handle Water bottles 11kg
Carrying			✓	✓			Intermittent to occasional requirement to carry items as listed above is required
Pushing / pulling		✓					Rare pushing/pulling of trolley when retrieving bulk items from storage
Sustained/ repetitive hand grip			✓	✓	✓		Intermittent to frequent requirement whilst: <ul style="list-style-type: none"> Using mouse Lifting and carrying all items Writing Using stationary items including but not limited to hole punchers, staplers, and stamps
Tool use	✓						Not required
Exposure to vibration	✓						

Frequency scale for critical physical demands	NR = Not Required within this range of duties R = Rarely (less than 1 x weekly) I = Intermittently (1 x every 2.5 hours) O = Occasional (1 x every 30 minutes)
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	F = Frequent (1 x every 2 minutes) C = Constant (1 x every 15 seconds)
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Cognitive Demand Matrix

Role	Office Based Role
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Psychosocial Demands

Psychosocial Demands			
Personal	Concentration	✓	High levels of concentration required while completing all listed tasks
	Patience	✓	Office Staff are required to possess high levels of patience whilst completing all listed tasks in particular when interacting with members of the public
	Emotional stability	✓	Office Staff are required to have a developed emotional stability whilst completing all tasks
	Judgement	✓	Office Staff are required to exercise sound judgement whilst completing all aspects of the role
	Reasoning	✓	Office Staff are required to exercise sound reasoning whilst completing all aspects of the role
Social	Isolation	-	Office Staff perform their duties in the presence of co-workers.
	Autonomy	✓	Office Based Staff are able to utilise autonomy with respect to the processes in which they complete a task, however they must follow the same policies and procedures
	Peer support	✓	Peer support is available whilst Office Staff complete their designated duties. Peer support is generally requested should the circumstances require it.
	Social network	✓	A social network is available for all Office Staff through the City of Ballarat
	Production demands	✓	Office Staff are required to complete jobs within specified deadlines for allocated administrative tasks and projects
	Stress	✓	Office Staff could be exposed to stressful situations such as meeting specified deadlines and production demands, dealing with aggressive or upset members of the public, taking abusive or aggressive phone calls, general workload demands.