



POSITION PROFILE - CURATOR

POSITION BACKGROUND

The Mundaring Arts Centre Curator is a permanent part-time position, partly funded by grants

POSITION IDENTIFICATION

Position Title: Curator

Last Updated: December 2017

Reports to: Director

Contract: 6month probation, contract reviewed annually

Hours: 30 hours per week

Position salary range: \$57,000 - \$68,000 (pro rata)

Superannuation: 9.5% of gross salary

FUNCTION OF THE POSITION

To strategically curate the Mundaring Arts Centre (MAC) exhibition program and deliver professional Art Collection management services.

The Curator reports directly to the Director and collaborates with MAC staff, volunteers, artists, stakeholders and sub-committees to conceptualise, develop and deliver an innovative, engaging and relevant annual exhibition program.

The Curator oversees the management of the Shire of Mundaring and City of Swan Moveable Art Collections.

POSITION DESCRIPTION

The Curator will be responsible for delivering the annual exhibition program across two venues, the Mundaring Arts Centre and the Midland Junction Arts Centre (MJAC) and the management of external Art Collection services.

KEY RESPONSIBILITIES

- Curate and deliver an innovative annual exhibition program that showcases artistic excellence;
- Seek and secure funding and partnerships to support the exhibition program;
- Professionally manage the Shire of Mundaring and City of Swan Art Collections;
- Provide Art Collection management services, including consultancy, selection and hanging;
- Enhance MAC's exhibitions through proactive and professional artist liaison and research;
- Attract new and diverse artists and audiences to MAC and MJAC;

KEY RESPONSIBILITIES CONTINUED

- Strengthen community partnerships and networks;
- Enhance audience development through public programming, PR and outreach;
- Manage key relationships and provide positive, professional services to artists, volunteers, stakeholders, audience, media and staff;
- Develop and maintain strong local, national and international curatorial and artist networks;
- Contribute curatorial expertise, advice and guidance across organisational projects as required;
- Attract quality exhibition proposals and raise MAC's public profile;
- Represent the Mundaring Arts Centre and provide a voice for visual artists;
- Ensure positive relationships and provide professional services through shared office / customer service roles;
- Strive to achieve MAC's vision in line with the Strategic Plan;
- Ensure that services are operated and managed within the budget;
- Manage exhibition and collection activities, schedules and content in a time effective manner;
- Attend meetings and act as MAC's spokesperson on committees and upon request;
- Prepare reports and supporting documentation as required;
- Undertake general office and customer service duties
- Contribute to organisational programming and planning (shared)
- Prepare press and publicity for the Centre (shared)
- Supervise, mentor and brief volunteers (shared)
- Develop public programs to enhance the exhibition and Collection program (shared)

PERFORMANCE MEASURES

- Prioritizes and performs all duties in a time effective manner
- Meets all agreed deadlines
- Demonstrates initiative in problem solving
- Provides accurate, relevant, engaging and reliable information and reports
- Communicates with staff, colleagues, members and clients in a manner that supports the values of the organization
- Contributes constructively to team planning and development
- Provides support in shared customer service roles as required
- Maintains positive / productive relationships and administrative systems

EXTENT OF AUTHORITY

The Curator is required to exercise initiative, judgement and creativity and liaise directly with the Mundaring Arts Centre Director.



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