

Position Description

Position Title	Assistant Curator
Directorate	Community Strengthening
Department/Business Unit	Community Arts, Culture and Library Services
Team	Arts and Cultural Development
Classification	Band 5
Date	November 2024

Reports to:	Curator
Supervises:	Nil
Internal Liaison:	Community Strengthening Directorate, Contracts, Placemaking and Revitalisation, Media and Communications, Finance, and other Council Departments.
External Liaison:	Artists, art galleries, exhibition agencies, cultural development agencies and organisations, funding bodies and other stakeholders, visual arts and creative industry community, primary, secondary and tertiary education institutions.

Position Objectives

Your primary purpose in this position is to:

- Assist in all aspects of the curation and development of the 2025 iteration of HOME, Greater Dandenong City Council's ongoing program of exhibitions featuring the work of artists with refugee and asylum seeker background.
- Support the creation and implementation of innovative, accessible public programs for the HOME 25 exhibition that respond to the cultural diversity and community priorities of Greater Dandenong, in alignment with Council's vision of becoming a dynamic and vibrant Creative and Engaged City.
- Assist in building and nurturing relationships with artists, galleries, cultural institutions and both internal and external Council stakeholders to ensure and broaden access to the exhibition and related programs within the community.
- Contribute to initiatives aimed at enhancing audience engagement and development for HOME 25, ensuring inclusive practices that attract diverse participants and elevate the city's arts and cultural identity on both regional and national platforms.
- Provide the Curator with comprehensive administrative support, facilitating the effective management of exhibitions and projects, while also identifying fundraising opportunities, conducting research, and assisting with copywriting in alignment with departmental goals and community engagement initiatives.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- An appropriate tertiary qualification in Arts Administration, Fine Arts, Curatorship, Museum Studies or related discipline with some relevant experience, or alternatively lesser formal qualifications along with relevant experience, or relevant experience in the field of specialist expertise.
- Previous experience with and a thorough understanding of all stages of art exhibitions, preferably contemporary visual art and culture.
- Excellent time-management skills and demonstrated ability to manage projects effectively under pressure.
- Excellent communication and interpersonal skills.
- Previous experience editing and proof reading with strong attention to detail.

- Advanced skills in Microsoft using word, excel, power-point and database management systems.
- The ability to prioritise and juggle several tasks while managing tight deadlines.
- Proven research skills.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence

Ongoing First Aid and CPR (specify) including:

- ☐ Provide First Aid (Level 2)
- ☐ Provide First Aid in an Education and Care Setting
- ☐ First Aid Management of Anaphylaxis

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Curatorial Assistance	<ul style="list-style-type: none"> • Facilitate curatorial operations by preparing artists' correspondence, contracts, and other necessary administrative documentation to ensure the smooth running of exhibition processes. • Maintain organised records of all exhibition-related communications to ensure easy access and transparency. • Assist in the coordination and facilitation of studio visits and meetings with artists and other exhibition stakeholders to discuss artworks, concepts, and logistics for the exhibition, fostering strong relationships. • Collaborate with the Curator and Promotion team in the conceptualisation and development of exhibition layouts, wall texts and labels as well as invitations and related promotional materials. • Monitor and ensure timely submission of artists' deliverables, including artwork, bios, and promotional materials, to keep project on schedule. • Prepare and compile documentation required for internal and external reporting on the exhibition, ensuring that all relevant information is accurately captured. • Assist in the management and tracking of exhibition budgets, ensuring all expenditures are accurately recorded and aligned with project financial plans. • Collaborate with the Curator to prepare financial reports that provide insights into budget performance and inform future funding strategies. • Help identify cost-effective solutions for exhibition-related expenses, contributing to overall financial efficiency while maintaining high-quality standards for programs and installations.
Exhibition Support and Project Management	<ul style="list-style-type: none"> • Undertake project management for the HOME 25 exhibition by contributing to the development and execution of detailed project timelines. • Coordinate stakeholder meetings, ensuring clear communication and documentation of discussions and decisions. • Act as a liaison between exhibition artists, partners, the Curator, and other Council departments, ensuring all parties are informed of timelines, expectations and changes throughout the exhibition process. • Collaborate with the Curator to identify and source installation materials and special requirements, ensuring they align with artistic concepts. • Assist in the installation and de-installation processes, providing logistical support and ensuring timelines are met, in compliance with exhibition standards.
Public Program Support	<ul style="list-style-type: none"> • Support the Curator in developing engaging public programs that complement exhibitions and enhance community involvement.

	<ul style="list-style-type: none"> Collaborate with the Promotion team to create and distribute engaging digital content, including artist interviews and multimedia materials. Assist in organising and promoting workshops, talks, and events that foster audience interaction and education related to the exhibition.
Fundraising Support	<ul style="list-style-type: none"> Assist in identifying potential funding sources and contributing to the preparation of grant applications for exhibitions and programs. Support financial tracking and reporting processes to ensure adherence to grant requirements and timely acquittals. Collaborate with Council team members to gather data and narratives that strengthen funding proposals and reports.
Research and Copywriting	<ul style="list-style-type: none"> Conduct thorough research on artists, themes, and contemporary art practices to inform exhibition narratives and educational materials. Draft clear and compelling exhibition texts, including wall labels, catalogue essays, and promotional content that communicate key concepts and stories. Collaborate with the Curator and Promotion team to ensure all written content aligns with the overall vision and messaging of the exhibition.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul style="list-style-type: none"> Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	<p>All employees have responsibilities to:</p> <ul style="list-style-type: none"> Take reasonable care of their own health and safety. Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. Participate in health and safety training programs and initiatives.
Climate Change & Sustainability	<ul style="list-style-type: none"> Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Child Safety	<ul style="list-style-type: none"> Understand obligations and act in an appropriate manner with and around children Promote positive work practices with children Establish boundaries around acceptable and unacceptable behaviour in relation to children Adhere to reporting obligations where there is suspected or discovered child abuse

Climate Change & Sustainability	<ul style="list-style-type: none"> Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	<ul style="list-style-type: none"> Remain mindful of the requirements of the Victorian Charter of Human Rights at all times Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. Perform other duties as directed within the limits of acquired skills, knowledge, and training. At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	<ul style="list-style-type: none"> Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> zero tolerance of racism and expectations that staff will act on incidents of racism supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	<ul style="list-style-type: none"> Support Council's response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Vision and Hearing Requirements

- ☐ This position requires a vision test
- ☐ This position requires a hearing test

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – <i>ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team based work – <i>works in a team of people and not exposed to isolation</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating with others – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating with others - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating – <i>high levels of concentration required while completing required tasks</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Planning and sequencing tasks and activities		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Decision making – required to exercise sound decision making while completing all aspects of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

- ☒ This position does not require more than 10-15% manual handling/physical exertion.
- ☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking – In an upright position, moving more than 3 steps		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling – Move on the hands & knees or by dragging the body close to the ground		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Reaching – Extending arms out in any direction		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/typing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb ladders		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low level work – Performing manual handling actions at or near ground level		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight requirements – lift, carry, push, pull or hold					
1-5kg		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1 – 10kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 – 15kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Assisting in the management of resources and providing input into the development of curatorial policies and practices.
- Supporting the Curator in resource management, with responsibilities governed by clear objectives and budgets, ensuring adherence to goals through regular reporting on project progress and expenditures.
- Providing specialist advice and support to artists and stakeholders, with decision-making guided by established regulations and policies, while working under the supervision of more senior curatorial staff.
- In providing support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.
- Engaging in research and analysis to contribute to the development of the exhibition and related programming, operating within the framework set by the Curator.
- Actively participating in the development of exhibition and curatorial practices, offering insights based on expertise and experiences gathered in the role.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is typically specialised, with methods, procedures, and processes informed by established curatorial practices and precedents. The Assistant Curator may contribute to enhancing or refining these methods based on prior experiences and observations.
- Problem-solving will involve applying these techniques to new exhibition contexts, utilising creativity and critical thinking to address challenges that arise during the planning and execution of the exhibition and related programs.

Independently:

- Within established guidelines and policies, coordinate the planning and delivery of agreed activities and projects.
- Prioritising daily workload and allocating time to meet needs, dealing professionally with relevant staff, suppliers, consultants, and peers, to effectively respond to and resolve customer/consultant requests and project issues with discretion.

With Input from the Curator:

- Responsibility for developing, implementing, and formally reviewing projects, briefs, contracts, plans and budgets relevant to the efficient delivery of HOME25.

Recommends and Identifies to the Curator:

- Enhancements to projects, funding opportunities, rollout and services that make up HOME25.
- Opportunities for the improvement of operational and administration procedures.
- Expected to raise issues and refer matters which may create a risk for Council to line management for decision making

Guidance:

- Guidance and advice are usually available from the Curator or relevant senior members of the department or project control group.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of curatorial practices and principles, including a solid understanding of contemporary art theories and methodologies.
- Understanding of the role and function of the Curator and senior employees to whom they provide support.
- A strong grasp of the long-term goals of the curatorial team and the broader objectives of the organisation, ensuring alignment in exhibition and program development.
- Familiarity with budgeting techniques relevant to exhibition planning and resource management, supporting the effective allocation of funds and resources for projects.

Management & Interpersonal skills

The essential position requirements include:

- Strong time management and organisational skills, with the ability to set priorities and plan effectively to achieve specific objectives efficiently, utilising available resources within established timelines.
- Ability to write reports in field of expertise and/or to prepare external correspondence.
- The ability to foster cooperation and support from artists, community members, and colleagues in the execution of exhibitions and public programs, ensuring a collaborative approach to curatorial activities.
- Proficiency in liaising with counterparts in other cultural organisations to discuss curatorial practices and initiatives, as well as collaborating with colleagues in other departments to address and resolve organizational challenges.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
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Occupant			
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Position Description

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement

- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

