

Position Title	Assistant Curator
Directorate	Community Strengthening
Department	Creative and Engaged City
Team	Experiences and Partnerships
Classification	Band 5
Date	June 2026
Reports to:	Arts Curator
Supervises:	Exhibition Interns, Gallery Volunteers
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, development, and delivery of Greater Dandenong City Council's ongoing exhibition program, showcasing the work of local, national, and international artists.
- Support the creation and delivery of innovative, accessible exhibition related public programs that respond to the cultural diversity and community priorities of Greater Dandenong, aligning with Council's vision to be a dynamic, vibrant, and Creative and Engaged City.
- Support the installation and de-installation of exhibitions across all current and future Council cultural venues, ensuring works are presented to a high professional standard and in accordance with curatorial and operational requirements.
- Support the delivery of public art components related to gallery exhibitions, in collaboration with artists, contractors, Public Art Projects Lead, Arts Curator, and other internal stakeholders.
- Assist in building and maintaining strong relationships with artists, galleries, cultural organisations, and internal and external Council stakeholders to broaden access to exhibitions and associated programs.
- Contribute to audience engagement and development initiatives that enhance participation, promote inclusive practice, and strengthen the city's arts and cultural profile at regional and national levels.
- Provide comprehensive administrative support to the Arts Curator to enable the effective planning and delivery of exhibitions and projects, including research, copywriting, identification of fundraising opportunities, and support for community engagement initiatives.
- Support the development, coordination, and delivery of exhibition publications through research, content preparation, and liaison with contributors, designers, and printers to ensure high quality outcomes aligned with curatorial intent.

Key Selection Criteria

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

- Degree or Diploma in Arts Administration, Fine Arts, Curatorship, Museum Studies, or a related discipline, combined with little or no experience, or through lesser formal qualifications with relevant work skills, or through relevant experience commensurate with the requirements of the role.
- Demonstrated experience and a strong working knowledge of all stages of developing and delivering art exhibitions, preferably within contemporary visual art and cultural contexts.
- Excellent time management skills, with a proven ability to effectively manage projects and deliver outcomes under pressure.
- Highly developed communication and interpersonal skills.
- Demonstrated experience editing and proofreading high quality written material, ensuring a consistently high level of accuracy and attention to detail.

- Advanced proficiency in Microsoft applications, including Word, Excel, PowerPoint, and database management systems.
- Proven ability to prioritise competing demands and successfully manage multiple tasks while meeting tight deadlines.
- Demonstrated research skills in arts and culture.

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

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Curatorial Assistance	• 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 Arts Curator and Creative City Promotions 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 Arts 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	• Undertake project management for the exhibition program 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 Arts Curator, and other Council departments, ensuring all parties are informed of timelines, expectations and changes throughout the exhibition process. • Collaborate with the Arts Curator to identify and source installation materials and special requirements, ensuring they align with artistic concepts. • Assist in the installation and deinstallation processes, providing logistical support and ensuring timelines are met, in compliance with exhibition standards. • Support the delivery of public art components related to gallery exhibitions, in collaboration with artists, contractors, Public Art Projects Lead, Arts Curator, and other internal stakeholders.
Public Program Support	• Support the Arts Curator in developing engaging public programs that complement exhibitions and enhance community involvement. • Collaborate with the Creative City Promotions 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.

Funding and Admin Support	• 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. • Support the Curator in developing surveys and collecting, analysing and interpreting customer feedback, visitation data and other evidence for reporting and funding submissions.
Research and Copyrighting	• 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, publication essays, and promotional content that communicate key concepts and stories. • Collaborate with the Arts Curator and Creative City Promotions team to ensure all written content aligns with the overall vision and messaging of the exhibition.
Publication Project Management	• Support the Arts Curator in the planning, development and delivery of exhibition publications, in collaboration with the Creative City Promotions team, ensuring alignment with curatorial intent, timelines and budget requirements. • Undertake research and content coordination for publications, including sourcing artist information, images and relevant contextual material. • Coordinate with artists, writers, and the Creative City Promotions team to coordinate contributions and oversee the production process from concept through to final delivery. • Assist in the preparation, editing of publication content and version control, ensuring clarity, consistency and adherence to organisational style and accessibility standards. • Coordinate with artists, writers and the Creative City Promotions team to manage image permissions, copyright requirements and acknowledgments, ensuring accurate record keeping and compliance with legal and ethical standards. • Coordinate with the Creative City Promotions team on the scheduling and distribution of publications, supporting their integration into exhibition launches, public programs and audience engagement initiatives.

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 found on The Source > [Capability Framework | Greater Dandenong Council](#)

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 found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required.
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Occupational Health and Safety	All employees have responsibilities to: • 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.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• 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	• 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	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ 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	• 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.

Working out of standard business hours

- ☐ Not required.
- ☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster. (Refer to 'Working out of hours' under position specific responsibilities.)

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 <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – 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		☐	☐	☒	☐
Team based work – works in a team of people and not exposed to isolation		☐	☐	☒	☐
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☒	☐
Planning and sequencing tasks and activities		☐	☐	☒	☐
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☒	☐
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		☐	☐	☒	☐
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☒	☐
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☒	☐
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☒	☐
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		☐	☒	☐	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☒	☐	☐

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion.
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps		☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps		☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☐	☒	☐	☐
Kneeling – To lower the body		☒	☐	☐	☐
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		☐	☒	☐	☐
Reaching – Extending arms out in any direction		☐	☒	☐	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☐	☒	☐	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☒	☐	☐
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		☐	☒	☐	☐
Writing/typing		☐	☐	☒	☐
Climb ladders		☐	☒	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – Performing manual handling actions at or near ground level		☐	☒	☐	☐
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		☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☐	☒	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☐	☒	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☐	☒	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☐	☒	☐	☐
15.1 – 20kg		☐	☒	☐	☐
Lift floor to hip		☐	☒	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☐	☒	☐	☐
Pushing/pulling		☐	☒	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

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:

- May supervise resources, other employees or groups of employees and / or provide advice to or regulate clients and/or give support to more senior employees.
- Where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or to clear guidelines.
- The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.
- Where the prime responsibility is to provide direct 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.

Judgement and Decision-Making Skills

Judgement and decision-making is within the following scope:

- The objectives of the work are usually well defined.
 - The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
 - Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a choice.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Supervisors in this Band require an understanding of the relevant technology, procedures and processes used within their operating unit.
- Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.
- Support employees also require an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.

Management & Interpersonal skills

The essential position requirements include:

- Require skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where supervision is part of the job, the position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
- Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well defined activities and in the supervision of other employees where appropriate.
- Expected to write reports in their field of expertise and/or to prepare external correspondence.

Verification & Approvals

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

	Name	Signature	Date
Occupant			