Role Description
Assistant Curator, Aboriginal & Torres Strait Island Art

Division/Branch/Unit	Collections / Australian Art
Location	Art Gallery Road
Classification/Grade/Band	Assistant Curator Grade 2, Year 1-5
Kind of Employment	Ongoing
ANZSCO Code	224212
Role Number	50000263
PCAT Code	1119192
Date of Approval	March 2022
Agency Website	http://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Enterprise, Investment and Trade. The Gallery, comprising 2 distinct buildings and an Art Garden, is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

Primary purpose of the role

Provide support in the management and delivery of exhibitions as part of the curatorial team. Support senior curator with the overall care, conservation, acquisition, research, interpretation, exhibition and display of the collection.

Key accountabilities

- Contribute to the development and care of the collection by maintaining collection records, cataloguing objects, undertaking detailed and accurate research, writing acquisition and loan reports, managing acquisitions paperwork, providing administrative support to the curators, facilitating cultural gifts, coordinating the movement and maintenance of works, and through advanced use of the collection management database.

- Contribute to the development and delivery of collection displays and exhibitions by conducting detailed research, authoring interpretative materials, and liaising with a wide range of internal and external stakeholders to coordinate logistics.

- On occasion, curate and/or manage the delivery of collection displays and loans-based exhibitions on a smaller scale including negotiating with artists and their representatives and liaising with a wide range of internal and external stakeholders to coordinate logistics.

- Contribute to publications by conducting research, authoring shorter scholarly texts, compiling copy, proofreading and liaising with contributors and stakeholders both internally and externally.

- Engage with a range of audiences, including researching and delivering floor talks, briefing guides, producing content for print and online platforms, and answering public and professional enquiries.

- Recruit and manage interns and volunteers including day to day supervision of research projects.

Key challenges

- Prioritising a busy workload and deciding the daily schedule of tasks to meet deadlines.

- Working with many different departments and stakeholders in a complex work environment.

- Developing in depth knowledge of the department's specialisation area.

Key relationships

Who	Why
Internal	
Head Curator	High level departmental feedback
Senior Curators and Curators	Guidance, direction and feedback regarding work processes and performance.
Assistant Curators	Share information, provide feedback and advice.
Conservation and Registration staff	Share information and seek advice regarding collection priorities, the movement of art works, and the care and presentation of the collection.
Public Engagement, Exhibitions and Installation Staff	Share information and research to develop collaborative strategies for successful exhibition outcomes.
Development staff	Share information
External	
Other Galleries and Museums	Research and keep informed of current activity in area of developing expertise.
General Public	Answer enquiries, research information or escalate to appropriate person.
Artists, dealers, valuers, collectors	Seek information on artists and artworks; coordinate acquisitions and donations; commission valuations.

Role dimensions

Decision making

- Daily work priority schedules

Reporting line

This role reports to the Head Curator or Senior Curator (as appropriate for the Department)

Direct reports

NIL

Budget/Expenditure

Nil

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Essential requirements

1. Confirmation of Aboriginality, plus a knowledge of and respect for Aboriginal culture. In this role, an applicant's Aboriginality is a genuine occupational qualification and is authorized in accordance with Section 14(d) of the Anti-Discrimination Act 1977.

2. Tertiary degree in art history or equivalent and knowledge of the department's art coupled with curatorial experience or equivalent professional training in the arts sector, art gallery or art museum sector.

3. Proven experience in undertaking research to an academic standard, the ability to use Vernon CMS and/or other relational databases, advanced knowledge of Microsoft Office and the ability to undertake a wide range of curatorial and cross-disciplinary programs.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	**Intermediate**
	Manage Self	Foundational
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in "Plain English" • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Results Think and Solve Problems	Intermediate	• Find and check information needed to complete own work tasks • Identify and inform supervisor of issues that may impact on completion of tasks • Escalate more complex issues and problems when these are identified • Share ideas about ways to improve work tasks and solve problems • Suggest improvements to work tasks for the team
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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