

Position Description – Head of Curatorial Programs and Collections

Position Details

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| Position Title | Head of Curatorial Programs and Collections |
| Location | 530 Wyndham Street, Shepparton VIC 3630 |
| Team/Department | Curatorial Programs and Collections |
| Employment Status | Full-time |
| How Many Hours? | 38 |
| Employment Type | Permanent |

Reporting relationships

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| Reports to | Chief Executive Officer |
| Review managed by | Chief Executive Officer |

Position purpose

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The Head of Curatorial Programs and Collections leads a team of seven staff, plus additional contractors, and casual employees for developing and presenting Shepparton Art Museum (SAMs) exhibition program and caring for and overseeing the permanent collection. The role works closely with the CEO to deliver a dynamic exhibition program to attract significant visitation and foster a curious audience eager to learn more about the artists on display. The role works closely with the Head of Engagement to allow for the development of exciting events, education, and public programs. In addition, the role is required to work with a range of external stakeholders including artists, gallery representatives, donors, and key funders to present a dynamic exhibition program.

The Curatorial Programs and Collections Team is one of four key areas in SAM's operations:

- Business Services – including Front of House welcome, Gallery Guides, Volunteers, and Retail Services
- Engagement – including Education, Public Programs and Marketing.
- Development – including funding from philanthropic foundations, trust, and individual donors.

Working with the CEO, the Head of Curatorial Programs and Collections leads the following key roles

within the team:

- Curator – Community F/T
- Curator – Indigenous P/T
- Exhibitions Manager F/T
- Exhibitions and Collections Coordinator F/T
- Collections Officer F/T
- Photographer P/T

The role leads the team to conceive, research and deliver all of SAM's self-curated exhibitions, touring show and artist commissions and other relevant internal and external programs within budget and agreed timelines. They also care for, maintain, and develop the Collection that sits at the heart of SAM's purpose and role.

OVERVIEW OF POSITION

Reporting to the CEO, the Head of Curatorial Programs and Collections is a member of the senior leadership team at SAM that is shaping an exciting future for the organisation to become the leading national regional gallery in Australia. The role leads the delivery of SAM's exhibition program to provide exceptional visitor experiences that drive return visitation and provides opportunities for artist to deliver ambitious projects that are pivotal to career development. The exhibitions provide audiences opportunities to learn, engage and debate – providing new ways to see themselves and the world around them.

Accountabilities and key performance indicators (KPIs)

Accountability KPI

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| Curatorial and Exhibitions | <ul style="list-style-type: none">• Work closely with the CEO and Senior Leadership Team in developing and delivering an innovative and artistic program, ensuring there is a balance between artistic and commercial considerations and that exhibitions evenly cater for popular and niche audiences.• Work collaboratively on innovative ways for visitors to interact and experience the Museum's collection.• Build upon established sector partnerships and develop new and ongoing relationships with artists, gallerists, private collectors and grow new networks that foster good will, expertise, and support both in Australia and internationally.• Work in collaboration with the CEO, to research, develop, and curate an innovative series of exhibitions sourced from the SAM collection, temporary and touring exhibitions and external sources that deliver against the strategic plan for the organisation.• Foster a culture of curiosity and insightful research in relation |
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to exhibition development.

- Lead the production of well written artwork and exhibition material connecting all facets of the program with audiences – including website copy, media releases, introductory panels, wall labels and catalogue essays.
- Prepare the and oversee the Exhibition and Collection budget and report the financial outcomes to the CEO and Head of Business Development.
- Oversee the preparation of Exhibition Reports including key events, statistics, audience survey results, feedback from artists for inclusion in Board Papers, Funding Acquittals, and in preparation for the annual report.
- Work with the CEO and Senior Leadership Team to identify and apply for funding for exhibitions and other key projects through appropriate grant programs.
- Participate in key public programs and events in the forms of talks, guided tours, facilitating a panel discussion and lectures.
- Contribute to the development and implementation of media and marketing strategies for exhibitions and associated events ensuring artists and their stories form the centre of our approach.
- Represent SAM in industry related public forums, exhibition openings, functions and other events and programs as required.

Collections

- Lead the team in the preparation and research of detailed and accurate information for artworks acquired into the collection, managing acquisitions meetings and documentation, identifying artworks, preparing acquisition assessments, and liaising with donors, dealers, and artists.
- Oversee the management of the SAM collection including accurate registration, catalogue, loans, storage, packing and freighting of items.
- Manage the response to enquiries about donating to the collection.
- Lead the development of the Shepparton Art Museum collection through a strategic approach to developing the collection through the identification of appropriate purchases, purchases, gifts, and donations to the museum's collection.
- Liaise with the Collections Coordinator to ensure all documentation in preparation in a timely manner for SAM's acquisition meetings and documentation of donations and cultural gifts.
- Lead research into the strategic development of the collection to ensure that acquisitions and donations help SAM to build a nationally significant collection that tells a pivotal story of story place within the world and drives visitation to our museum.
- Provide leadership in implementing and promoting a culture of continuous improvement.

- Accountable for developing, coaching, and mentoring employees, performance management, conflict resolution and identification of professional development needs.
 - Conduct Annual Performance Reviews for direct reports.
 - Other HR reporting and management tasks as required.
- Policies and Employment
- Exhibition Policy
 - Collection Policy
 - Exhibitions and Collections Strategy
 - Disaster Management Plan
- People and Team
- Manage a team of seven direct reports.
 - Manage key relationships with artists, dealers, private collectors, other museums, and galleries as other artistic collaborators.
 - Manage and coordinate the reporting of SAMs Exhibitions and Collections Department for KPI reports and other funding or touring exhibition acquittals.
 - Active member of SAM's Leadership Team, contributing to the delivery of the strategic plan and vision of the organisation, as well as oversight of the development and implementation of relevant systems and procedures.

Position dimensions

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| Revenue | \$.00 |
| Financial delegation | \$.00 |
| CAPEX/OPEX | \$.00 |
| Number of direct reports | |

Key internal and external stakeholders

| Stakeholder | Purpose of communication |
|----------------|--|
| Stakeholders | Artists, Commercial Gallery & Agents representing artists, Private Collectors, SAM donors, relevant funding bodies and/or sponsors. |
| SAM Colleagues | Lead the Exhibitions and Collections team to deliver the SAM strategic plan. Work closely with the Engagement, Business Services and Development teams to deliver reports directly. |
| CEO | Communicate any problems or concerns in a timely manner and contribute to SAM's leadership team meetings. |

Selection Criteria

Qualifications

- Tertiary qualifications (e.g., Art History, Museum or Curatorial Studies or other arts-related field relevant to the duties of the position with relevant professional experience.

Experience

- Broad knowledge of Australian art and international art history and practice with a keen interest in Australian Indigenous Art and Ceramics
- Experience in conducting research, preparing reports, and publications

including funding applications.

- Demonstrated knowledge of all aspects of Museum operations including contractual agreements, insurance, acquisitions, and loan processes, working with artists and other key stakeholders.
- Experienced in working with diverse artists, audiences and communities including working with First Nations artists and community members.

Capabilities

- Demonstrated ability to curate and deliver exhibitions and manage multiple projects including – budgeting, project management, and reporting.
- Strong organisational skills and attention to detail with a proven ability to manage multiple tasks and prioritise, plan, delegate tasks with the team, work under pressure, anticipate and articulate program needs.
- Effectively implement all relevant legislation relating to OH&S.
- Outstanding people management skills and experience together with evidence of strong ability to effectively manage and motivate professional staff and other employees in their roles.
- Excellent written and communication skills and experience together with evidence of strong ability to engage and negotiate with a wide range internal, external, and community stakeholders.