

Position Description

Position Title	Curator in Residence 2023
Position Type	The Curator in Residence 2023 is a part-time (0.8 FTE), fixed-term role from mid-January to 31 December 2023
Remuneration	The salary is \$63,000 - \$66,000 per annum plus statutory superannuation pro-rata to 0.8 FTE. Pro-rata statutory leave entitlements also apply.
Reporting Structure	Reporting to: Artistic Director and Executive Director Direct reports: None
Key Relationships	Internal: Board, Staff, Studio Artists, Exhibiting Artists, and Volunteers External: Collaborative Partners, External Contractors
Location	The position is located at Gertrude Contemporary at 21-31 High Street, Preston South, (primary) and 44 Glasshouse Road, Collingwood (secondary).
Hours	This is a part-time position – 0.8 FTE – or eight days per fortnight. Normal working hours are Wednesday to Saturday 9.30am-5.30pm, or as otherwise agreed to meet the needs of the organisation's activities. In addition to these hours, you will be expected to attend openings and other events related to your role as requested by the Directors.

Position Purpose

The Curator in Residence supports the Artistic Director to implement Gertrude's artistic program, including the exhibition program and the public programs involving exhibiting artists, artists in the Gertrude Studio Program and other participants and contributors.

The Curator in Residence provides support for the artistic program; public programs and associated events relating to the exhibition programs at Gertrude Contemporary and Gertrude Glasshouse. They also deliver the annual Gertrude Studios exhibition, as well as contributing to the research, development and commissioning of other projects including off-site, digital and publishing initiatives.

Key Responsibilities

Exhibition Program	<ul style="list-style-type: none">• Provide curatorial support for Gertrude Studio Artists in the development of their solo exhibitions at Gertrude Glasshouse• Work with the Exhibition & Studio Coordinator to plan and implement the installation and deinstallation of the Glasshouse program• Develop and implement the annual <i>Gertrude Studios</i> exhibition at Gertrude Contemporary• Contribute project management and curatorial support for the Gertrude Contemporary exhibition program as required• Prepare and contribute to supporting written material for the promotion and interpretation of exhibitions in consultation with the Gallery & Education Manager• Support budget tracking for exhibition projects• Prepare artists contracts and loan agreements• Contribute to funding applications to support the exhibition program• Support ongoing curatorial research and future program development
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Studio Program	<ul style="list-style-type: none">• Engage with studio artists through regular dialogue and studio visits• Organise and host program of visiting external curator studio visits program (with Artistic Director)• Propose and deliver studio artist engagement activities
Public Programs	<ul style="list-style-type: none">• Develop and implement a series of public programs at Gertrude Glasshouse• Support the development and delivery of public programs at Gertrude Contemporary and off-site• Assist in the preparation of written materials for Public Programs• Assist in the technical set-up and assistance for Gertrude programs and events
Other Duties	<ul style="list-style-type: none">• Represent the organisation publicly at events at Gertrude and off-site• Participate in events on behalf of the organisation• Contribute to education programs as required

Note: The Curator can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position of this level.

Key Selection Criteria

- Tertiary qualification in the fields of art, art history, cultural studies, art curating or museum management
- Prior vocational experience working within gallery, museum or research environments or equivalent independent practice
- Demonstrable experience of working with artists and curating projects
- Demonstrable experience writing about contemporary art and artists
- Strong interpersonal skills, with the ability to work as part of a small team and manage competing deadlines

Desirable Selection Criteria

- Unrestricted driver's licence
- Knowledge of technical audio-visual equipment and the display of multi-channel new media in a gallery context