POSITION DESCRIPTION

POSITION: Curator, Public Programs
EFT: 1.0
TERM OF CONTRACT: 2 years
REPORTS TO: Artistic Director & CEO

AUSTRALIAN CENTRE FOR CONTEMPORARY ART

The Australian Centre for Contemporary Art is Melbourne’s flagship contemporary art space, and a leading centre for the artistic and wider communities to participate in a critically engaged contemporary art culture that encourages curiosity and transformation.

Established in 1983 and now situated in an iconic award-winning architectural building in the Southbank arts precinct, ACCA develops exhibitions of the latest work by significant artists from around the world, commissions ambitious new works by local and international artists, and delivers a range of sophisticated and engaging education and public programs including talks, lectures, symposia, performances, screenings, music and events.

Renowned for the outstanding quality of its programs, and its capacity to bring ground-breaking international art to Australian audiences, ACCA is a champion of new art and bold ideas, and a dynamic platform for current and future generations of artists, thinkers, enthusiasts and supporters of the visual arts.

POSITION PURPOSE

To develop, produce and deliver ACCA’s Public Programs in collaboration with ACCA’s Curatorial and Education teams. To generate growth of audiences for these programs through strategic initiatives, collaboration and communication with the arts, academic, education and community sectors, and to promote ACCA and its programs as an inspiring, connected and valuable cultural resource for general and specialist audiences.

The Curator, Public Programs contributes to ACCA’s cultural programming, profile and impact through the development of an integrated approach towards curatorial, education and community engagement programming.

DUTIES & RESPONSIBILITIES

1. Public Program Development & Delivery
   - Plan and develop a program of public engagement programs, events and new initiatives for a variety of audiences including arts, cultural, tertiary and community groups, and the general public, in consultation with the Artistic Director and curatorial team, and in dialogue with the Education Manager.
• Coordinate delivery of public programs, including artist and curator floor talks, forums, lectures and special programs such as performances, workshops, screenings, book launches and sound/music events...

• Contribute to ACCA’s Exhibition Programs and Special Projects, especially in relation to participatory and performance works, ephemeral and time-based projects, as well as community, off-site and special events.

• Contribute to collateral for Exhibition Programs, in collaboration with the Artistic Director and Curator.

• Coordinate and lead ACCA’s special programs such as Art Club and our monthly Lecture Series.

• Coordinate presenters, introduce and MC events, prepare and compile information, material and equipment needs for public program events.

• Coordinate technical requirements for the professional presentation of ACCA’s public programs including AV technology, set-up, recording and documentation of programs, and liaison with equipment and venue hire contractors and colleagues.

• Coordinate and oversee supplementary public engagement programs funded through the Philanthropic sector, liaising with the Development team to monitor and ensure that targets are met and obligations are fulfilled.

• Maintain and develop relevant contacts within the arts and cultural sector, academic and education sectors, and the wider community, keeping abreast of potential speakers and issues.

• Act as moderator and presenter for programs as required.

2. Policy & Finance

• Develop Public Program strategies in consultation with the Artistic Director, Curator and Executive Director, reviewing past programs and recommending future initiatives.

• Develop and manage the Public Programs budget in consultation with the Executive Director and Artistic Director.

• Develop income generating programs and monitor profits.

• Identify prospective funding opportunities and strategic partners to enhance the scope, delivery, profitability and reach of ACCA’s public programs.

• Liaise with Executive Director and Development Executive on engagement opportunities for ACCA Donors associated with public programs.

3. Program Promotion

• Promote Public Programs with initiatives designed to increase attendances and awareness of ACCA programs and activities.

• Develop public program initiatives to enhance and broaden ACCA’s impact in the cultural sector and wider community.

• Prepare text for and contribute to the production of promotional materials including public program invites, e-bulletins, media releases, editorial and advertisements.

• Develop and maintain relevant partnerships and collaborations within the academic, education, arts and cultural sectors.

• Monitor and grow distribution lists to existing and prospective Public Program participants.

4. Other

• Coordinate the calendar of Public Program events in consultation with relevant ACCA colleagues.

• Coordinate Special events and projects as required, including ACCA Quiz Night.

• Serve as liaison and contact person for enquiries regarding public and community engagement programs.

• Conduct regular Public Program evaluation and maintain up to date statistics, attendance figures and budget reports.
- Compile written reports and funding acquittals for funding bodies and the ACCA Board as required
- Maintain and grow Public Program database through Salesforce, ensuring they are continually updated
- Oversee maintenance of Public Program information on the ACCA website, in consultation with the Marketing and Partnerships Manager, ensuring quality control and currency
- Be alert to funding opportunities and assist with applications for support of Public Programs by providing material and attending meetings as required
- Provide training and supervision of Public Program volunteers and/or interns as required
- Coordinate the travel and itinerary arrangements of visiting artists, colleagues and public programs speakers including those funded through the Visiting Curators Program
- Represent ACCA in diverse external forums (such as arts, tourism, academic and other sectors)
- Attend after-hours events as required
- Other duties as required by the Artistic and Executive Directors

**SELECTION CRITERIA**

**Qualifications and Experience**

- Minimum 3 years experience in the development and coordination of a range of public and cultural program activities within an art-based institution or similar context (such as academic, cultural and community sectors)
- Tertiary qualification in Contemporary Art, Art History, Curatorial Studies, Arts Management, Cultural Studies, Arts Education, other humanities or equivalent is essential
- Strong knowledge and active interest in contemporary art and culture
- Experience overseeing other staff and team coordination
- Sound contemporary knowledge of arts access theory and practice
- Experience writing grant applications and acquittal reports is desirable
- Computer skills (Mac, Office, In design, Excel)

**Personal Attributes**

- Highly motivated and culturally engaged
- Proven planning, organisational and management ability
- Interest in innovative programming strategies, teaching and curriculum development
- Genuine enthusiasm for the visual arts and desire to make them accessible to diverse audiences
- Consultative working style with an ability to work independently
- Ability to lead, collaborate and bring out the best in team members, artists and colleagues
- Excellent written, verbal and presentation skills
- Excellent attention to detail

**REPORTING RELATIONSHIPS**

- Reports directly to the Artistic Director (and to the Executive Director in the absence of the Artistic Director)
- Works closely with ACCA staff across all areas: Artistic program, Education, Development, Installation, Administration, Front of House, Events, Design and Publicity.
KEY RELATIONSHIPS

Internal: Artistic Director, Executive Director, Education Manager, Curator and Associate Curators, Designer, Marketing and Partnerships Manager, Exhibitions Manager, Visitor Services and Volunteer Program Manager, Finance & Operations Manager, Development Executive, Philanthropy Manager, Venue Hire Assistant, casual staff and volunteers

External: Colleagues, artists, guest speakers, academic and schools community, arts community, funding bodies, contract service providers, special interest groups, and members of the general public

Occupational Health & Safety

- Is familiar with Occupational Health and Safety standards and processes.
- Ensures that mandatory occupational health and safety standards are complied with.

TERMS AND CONDITIONS OF EMPLOYMENT

- This position is a fixed term, two-year contract from April 2017, renewable by mutual agreement.
- Some flexible working hours will be required around events and programs.
- The position reports to the Artistic Director & Chief Executive Officer
- Salary: The salary is $56,000 per annum.
- The package includes 4 weeks annual leave with an additional 3 days over Christmas-New Year, 10 days personal leave, plus 9.5% employer superannuation.
- Appointment will be conditional upon a three month probationary period.

APPLICATIONS

Applications should three referees and be directed to: Debra Lyon, Finance and Operations Manager, +61 3 9697 9902 / debra.lyon@acca.melbourne

Enquiries should be directed to: Max Delany, Artistic Director and Chief Executive Officer, +61 3 9697 9906 / max.delany@acca.melbourne

Applications close COB Monday 3 April 2017