

AUSTRALIAN CENTRE FOR CONTEMPORARY ART

The Australian Centre for Contemporary Art (ACCA) plays an inspirational and critical role investing in our artistic and wider communities, leading the cultural conversation and setting the agenda for contemporary art. Our mission is to Do Art Differently – to challenge, connect and resonate – so that ACCA becomes the go-to place to engage with contemporary art now: a platform for artists, and a centre for the exchange of ideas, to reflect and inspire positive change in people and communities.

ACCA was established in 1983 and moved in 2002 to the heart of the Melbourne Arts Precinct – to a purpose-built, award-winning architectural building designed by Wood Marsh – which secured ACCA’s position as a leading centre for contemporary art in Australia focusing on creating opportunities for artists and bringing the best international contemporary art to our audiences.

ACCA develops four onsite exhibitions annually, exploring the work and ideas of significant artists from around the world; and commissions ambitious new projects by local and international artists and curators both within and beyond the gallery walls. With a long-standing tradition of adventurous, provocative and ambitious programming, ACCA has an outstanding track record propelling artists’ careers, and a significant legacy of major commissions which continue to circulate and influence the understanding, appreciation and recent history of contemporary art.

ACCA Values:

Challenging and Inspiring
Inclusive, Open and Welcoming
Integrity and Enterprise
Collegiate and Critically-Engaged

ACCA acknowledges the Wurundjeri people of the Kulin Nation as sovereign custodians of the land on which we work and welcome visitors, who have cared for Country and culture over millennia, and continue to do so. We extend our respect to ancestors and Elders past and present, and to all First Nations people.

ABOUT ACCA’S PUBLIC PROGRAMS AND PUBLICATIONS

Leading the contemporary art conversation and encouraging community engagement and participation, ACCA produces a dynamic annual schedule of public programs, so that current and future generations of artists and community members can engage directly with artists and the art and ideas of our times. ACCA’s in-gallery and digital public programs include artist and curator talks and guided tours; lectures, public forums, and symposia; book-launches, screenings and workshops; sound, music, performance and events. Alongside exhibition-related programs, and stand-alone programming, ACCA runs a number of regular series including an annual lecture series and an Art Club. ACCA also develops Public Programs in partnership with a range of colleague, cultural, government, and community organisations. ACCA also continues to explore and expand forms of digital programming as part of the ACCA Beyond Walls initiative. ACCA is committed to ensuring public programs can be accessed via a range of formats, including through ACCA’s website, as podcasts, videos, captioned formats and transcripts, to enable wider national and international engagement with our programs.

Annually, ACCA produces and publishes a range of engaging and scholarly publications. ACCA’s four annual exhibitions are accompanied by a dedicated catalogue, comprising curatorial and commissioned writing, and documentation of exhibitions with images and other illustrative material. ACCA’s exhibition publications are sold in-house and distributed nationally. Periodically, ACCA also works with artists and partners to produce artist books, explore digital publishing and other online content, as well as developing publications with third-party publishers.

Across all activities, ACCA is committed to creating a culture which is open and welcoming, accessible and connected, collegiate and critically engaged, and that encourages diverse voices and cultural perspectives, and reflexive, experimental working methods.

POSITION DESCRIPTION

Title:	Curator, Public Programs & Publications
Position Status:	Full time, 24 months (renewable by agreement) Flexible working hours (evenings and weekends) will be required
Responsible to:	Senior Curator (and the Artistic Director/CEO and Executive Director as required)
Location:	The position is based at ACCA with some occasional offsite work required

POSITION PURPOSE

The Curator, Public Programs & Publications is a critical role in the Curatorial team. The role works creatively and collaboratively with the Artistic Director, Senior Curator and curatorial colleagues on the development, administration, project management, production, delivery and reporting on an annual program of publications and public programs.

The responsibilities of this role regularly overlap and intersect with wider artistic programming at ACCA, and require flexibility in contributions to exhibitions, events, and other curatorial initiatives.

The Curator, Public Programs & Publications will engage closely with ACCA's current audiences, and actively foster new audiences through strategic initiatives, collaboration, feedback and consultation with arts, academic, education and wider public stakeholders.

The Curator, Public Programs & Publications works closely with ACCA's Designer in the production of publications and collateral. The role will also be required to work closely with ACCA's Development & Marketing team to contribute to the promotion of ACCA programs and publications, and to enhance audience growth, access, reach and impact. Collaboration with ACCA's Education team is also an important part of the role.

The Curator, Public Programs & Publications works with ACCA's forward-facing Visitor Experience team, and is currently supported by ACCA's casual Visitor Experience staff and contract AV technicians for the delivery of public programs.

DUTIES & RESPONSIBILITIES

1. Public Programs Development & Delivery

In consultation with the Artistic Director and Senior Curator research, plan and develop a high quality, diverse and engaging program of events and new initiatives for a variety of audiences, from art specialists to general public, including:

- In-gallery, digital and/or offsite programs
- A range of formats including, but not limited to: artist and curator floor talks, forums, lectures, performances, sound/music events, workshops, screenings, reading groups, book launches, as well as off-site, collaborative and other special/one-off projects
- Special and one-off events developed in partnership with colleague organisations and other sector partners (such as government and philanthropic organisations), as well as in collaboration with ACCA teams and colleagues (primarily, Education, Development and Visitor Experience, Venue Hire)
- Free and income-generating programs

Oversee the delivery of ACCA's public programs, and where relevant contribute to those programs, including:

- Acting as the key liaison and support for all contributors before and during the event, including at times providing support for visiting artists, organising itineraries and travel arrangements
- Assisting artists to realise the creation of new works including development of practical and technical problem solving when required
- Leading and contributing to discussions, forums and panels where relevant
- Rostering casual staff with Visitor Experience team, and booking other relevant contractors

- Briefing and managing event set up and pack down with casual and contract staff
- Welcoming audiences, performing Acknowledgements of Country and introducing programs as a representative of ACCA and the event host
- Ensuring accessibility requirements for all programs are met
- Delivering Public Program recordings in liaison with AV contractors and ACCA's Marketing team

Oversee the administration of ACCA's public programs, including:

- Managing the annual Public Programs budget, including planning, tracking expenditure and reporting, in collaboration with senior and administrative staff
- Preparing and sending regular program-specific correspondence to internal and external stakeholders
- Managing annual event calendars and briefing wider staff on forthcoming programs
- Developing and circulating event run sheets
- Drafting marketing information and liaising with Marketing teams for program promotion
- Conducting, monitoring and sharing audience surveys and reflecting on evaluation data and feedback, in collaboration with Curatorial and Marketing teams
- Drafting written reports for internal and external stakeholders, in collaboration with the Curatorial and Development teams

2. Publications Development & Production

In consultation with the Artistic Director and Senior Curator contribute to the research, planning and creative development of high quality ACCA publications, including:

- Hard copy publications associated with ACCA's four seasonal annual in-house and guest curated exhibitions
- Experimental and expanded digital publishing developments, on ACCA's website, and other digital contexts
- As a contributing writer to ACCA publications and in support of related collateral, in print and online
- As a contributing editor and proof-reader of ACCA publications in print and online, or facilitator of external editors where project funds allow

Project management and production of ACCA publications, overseeing the logistics and delivery, including:

- Managing the exhibition-specific and project-related Publications budgets, including planning, tracking expenditure and reporting, in collaboration with senior staff
- Developing and managing publication deliverable timelines
- Commissioning writers, photographers and other publication contributors
- Overseeing permissions, copyright clearance, and other related activities
- Liaising with external production stakeholders, including designers, printers, and other technical personnel
- Contributing to publication funding applications in collaboration with the Development & Marketing team

3 Other Curatorial Duties

Embedded within the Curatorial team, this role will also variously contribute to the research, development, support and delivery of exhibitions, events, and other curatorial initiatives, which may include:

- Contributing to the creative development of curatorial programming
- Working directly with artists in the development, preparation and presentation of artworks
- Contributing to the installation or delivery of exhibitions and curatorial projects
- Supporting aspects of wider curatorial projects and administration

4. Networks & Profile

Actively contribute to the growth and recognition of ACCA's public programs and publications by:

- Developing and maintaining networks within the arts and cultural sector, academic and education sectors, and the wider community
- Growing a database of contractors, collaborators, target audiences and community groups
- Representing ACCA by contributing to external professional, academic and community forums and panels, and other program and curatorial networks
- Work with ACCA's Executive, Publicist, Media and Marketing colleagues to identify opportunities to maximise media, audience and stakeholder engagement.
- Participate in media interviews as required and contribute to the promotion of ACCA in print, radio and online media

KEY RELATIONSHIPS

Line management: Reports to the Senior Curator

Works on a regular basis with: Curatorial team, including Artistic Director & CEO

Other internal: Executive Director, Education Manager and team, Exhibitions Manager, Designer, Head of Development and Marketing and team, Visitor Experience Managers, Operations Manager, Accounts, other casual staff and volunteers

External: Colleagues, artists, guest curators, guest speakers, academic community, arts community, contract service providers, special interest groups, program subscribers, and members of the general public

OCCUPATIONAL HEALTH & SAFETY

- The role must ensure familiarity and comply with all Occupational Health and Safety requirements and Safety standards and processes as set out in all relevant policies, procedures, legislation and Acts and participate in meetings, training and other health and safety activities, as required.

TERMS AND CONDITIONS OF EMPLOYMENT

- This position is a full time, fixed term, 24-month contract from agreed commencement (renewable by mutual agreement.)
- The position is based at ACCA with some occasional offsite work required
- Flexible working hours will be required around events and programming.

Base Compensation:	\$72,000 per annum
Superannuation (currently 10%)	\$7,200
Total Salary Package:	\$79,200 per annum

- This package includes pro rata annual and personal/carer's leave in accordance with the National Employment Standards in the Fair Work Act 2009 (Cth), plus up to three days non-statutory company holiday over Christmas
- Appointment will be conditional upon a four-month probationary period

APPLICATIONS

Applications close: 5pm, Monday 6 June 2022

To submit your application: Please email one PDF document to Bas van de Kraats, Operations Manager, bas.vandekraats@acca.melbourne

Your application PDF should include:

- Two-pages addressing the key selection criteria
- Your current curriculum vitae
- Names and contact details for three referees (including at least two professional referees)

SELECTION CRITERIA

Required:

1. Relevant tertiary qualifications (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management for example), and a good knowledge of contemporary art and culture.
2. Minimum three years' experience in the development of curatorial projects, publications, public programs and cultural engagement activities for an art institution or similar context (such as academic, cultural and community sectors)
3. Demonstrated administrative, planning, project management and budget management skills
4. Excellent problem-solving skills, with a demonstrable ability to think strategically and devise practical solutions to complex issues
5. Proven ability to work both independently, as well as collaboratively with a small team, as well as coordinating an event team
6. Experience with event management and delivering accessible and inclusive programming and publishing for and with diverse audiences
7. Excellent communication skills, including written, editorial and verbal presentation skills, with a strong understanding of writing for, and speaking to various audiences
8. Demonstrated competency with event management and presentation platforms, as well as Microsoft Office (Word, Excel, PowerPoint), and basic familiarity with audio-visual and digital technology for events, including Zoom and Eventbrite

ACCA is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation.

We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, those identifying as LGBTQIA+ and people from culturally diverse communities.

ACCA is committed to providing reasonable adjustments for individuals with disability throughout the recruitment process. Please advise Bas van de Kraats if you have support or access requirements at any stage of this recruitment process via bas.vandekraats@acca.melbourne or call 03 9697 9999.

ENQUIRIES

Enquiries about the role of Curator, Public Programs & Publications should be directed to: Miriam Kelly, Senior Curator, via miriam.kelly@acca.melbourne or call 03 9697 9999.

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