



australian
centre
for
contemporary
art

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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: as 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.

POSITION DESCRIPTION

Title: Senior Curator
Position Status: Full time
Responsible to: Artistic Director & CEO

POSITION PURPOSE

The Senior Curator is a key role at ACCA, leading the development and delivery of an artistic program of international standing and relevance, and contributing to the artistic vision, operations and strategic development of the organisation.

The Senior Curator, in consultation with the Artistic Director, will conceive and develop ACCA's Artistic programs in support of ACCA's vision and strategic objectives, and with multiple projects in development concurrently. With the support of the Curatorial, Public Programs and Exhibitions teams, the Senior Curator manages the delivery of ACCA's annual artistic program and creative initiatives.

The Senior Curator manages the Curatorial, Public Programs and Exhibitions team, with direct reports from each team. The role also facilitates the staff resourcing and delivery of exhibition projects conceived by the Artistic Director and guest curators.

The Senior Curator is responsible for wider departmental budget management, forecasting and reporting, along with individual project management. The Senior Curator will also contribute to major funding applications, strategic documents and other organisational initiatives.

The Senior Curator will represent ACCA in their engagement with the Australian and international contemporary art communities, and continue to strengthen ACCA's global networks and programming reach, and professional, academic and community engagement.

DUTIES & RESPONSIBILITIES

1. Artistic Program Development and Delivery

Work with the Artistic Director to conceive, develop, manage and deliver ACCA's annual artistic programs. This will encompass onsite, offsite and digital exhibitions, special projects, artist commissions and other artistic, discursive and public-facing programs that support the organisation's strategic vision. Key activities include:

- Researching and proposing future exhibition programming, with a strong awareness of key current concerns in contemporary art and curatorial practice
- Commissioning major projects, and working closely with artists to realise new works
- Coordinating organisation-wide briefings on curatorial projects, as well as targeted team briefings for Education, Publicity and Marketing, Front of House and others as relevant
- Overseeing and contributing to the writing, production and delivery of publications and discursive content as part of the artistic program, with the Curator of Public Programs & Publications, and contributing to marketing and communications strategies.
- Developing and maintaining relationships with artists, colleagues and independent curators and other industry professionals with a view to future programming and partnerships
- Developing and maintaining national and international networks of industry colleagues with a view to artistic research and development, collaboration and co-commissioning, touring and other initiatives to extend the reach, impact and resourcing of ACCA's artistic programming
- Liaising with and assist guest curators, artists and writers, and other institutional colleagues, in the development and delivery of artistic and exhibition programs.

Project management of individual exhibitions is achieved with the support of the Exhibition Manager. This will include overseeing standard exhibition procedures, along with the unique requirements of each project with tasks such as:

- Leading all aspects of the conceptual development of a project
- Liaising with and confirming artists' contributions, in the form of new works and/or loans
- Overseeing the design and layout of exhibitions

- Ensuring that best practice approaches and professional standards are maintained throughout project development, delivery, and while exhibitions are on display
- Overseeing and collaborating with artists and the Exhibition Manager in support of the:
 - production of new commissions
 - logistics of loans, freight and registration
 - design and preparation of exhibition spaces
 - installation and de-installation of exhibitions, supported by the installation team

2. Management and Administration

Provide leadership to the Curatorial team, with direct reports including the Exhibitions Manager, Yalingwa Curator, Curator of Public Programs & Publications, Curatorial Assistant, and future roles, including:

- Guiding the development and realisation of workplans, acting as a mentor, and support professional development opportunities within the scope of staff roles
- Leading regular team meetings and, where relevant, arranging regular one-on-one staff check-ins
- Supporting direct reports with the management of project specific casual and contract staff, including installation team, casual front of house staff, volunteers and interns

Work with the Executive, Senior Leadership and Curatorial teams to manage and deliver ACCA's strategic initiatives and high level exhibition-specific administration, by contributing to or overseeing:

- Organisational and team-specific strategic development initiatives, as required
- Consultancy projects related to strategic commissioning of contemporary art projects and public art
- Departmental and project-specific budget forecasting, management and reporting
- Collating Curatorial team contributions for Board and Annual reports
- Departmental and project-specific reporting, record keeping and archives
- Forward planning of resourcing and fundraising for artistic programs

Networks & Profile

Actively contribute to the profile and recognition of ACCA and ACCA's artistic programs by:

- Developing and maintaining networks within the arts and cultural sector, academic and education sectors, and the wider community
- Supporting access, equity and inclusion initiatives in line with ACCA's Equity Action Plan
- Representing ACCA through high level public engagement, such as presentations to professional colleagues, government agencies, academic sector, philanthropic donors and community groups; and through participation in committees, juries and on other professional bodies where relevant
- Working with ACCA's Executive, Publicist, Media and Marketing teams to identify opportunities to maximise media, audience and stakeholder engagement, including participating in media interviews as required to contribute to the promotion of ACCA in print, radio and online media
- Working as part of a team to cultivate and steward relationships and partnerships with key stakeholders, donors, sponsors and funding bodies as required

KEY RELATIONSHIPS

Line management: Reports to Artistic Director & CEO

Works on a regular basis with: Executive Director, Exhibitions Manager, Yalingwa Curator, Curator of Public Programs & Publications, Curatorial Assistant

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

External: Colleagues, artists, guest curators, guest speakers, arts community, academic community, contract service providers, special interest groups, program patrons, partners and 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:	\$80,000 per annum
Superannuation (currently 10%)	\$8,000
Total Salary Package:	\$88,000 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 the Christmas-New Year period
- Appointment will be conditional upon a four-month probationary period

SELECTION CRITERIA

Required:

1. Relevant tertiary qualifications (such as in Contemporary Art, Art History, Curatorial Studies, or a related discipline)
2. Minimum five years experience developing and delivering curatorial and exhibition projects for an art institution, and a well-defined curatorial practice
3. An excellent knowledge of global contemporary art and culture, and a strong track record of publishing and public presentations
4. A strong national and international network with the arts sector
5. Proven ability to lead a diverse team
6. Demonstrated knowledge of high-level strategic planning, project management and budget management processes

Desirable:

1. Literacy in digital art and digital cultural practice

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 living with disability, and people from culturally diverse and LGBTQIA+ communities.

APPLICATIONS

Applications close: midnight, Sunday 17 July 2022

To submit your application: Please email one PDF document to Anita King, Project Manager, ACCA Beyond Walls via: anita.king@acca.melbourne

Your application (as one PDF) should include:

- One page cover letter introducing yourself
- Three-pages addressing your demonstrated experience against the key selection criteria
- Your current curriculum vitae (no longer than 3 pages)
- Names and contact details for three referees (including at least two professional referees)

Enquiries about the role of Senior Curator should be directed to: Max Delany, Artist Director & CEO, via max.delany@acca.melbourne or call 03 9697 9999.

ACCA is committed to providing reasonable adjustments for individuals with disability throughout the recruitment process. Please advise Laura De Neefe, Executive Director, acting, if you have support or access requirements at any stage of this recruitment process via laura.deneefe@acca.melbourne or call 03 9697 9999.