

CURATOR FULL TIME

ABOUT LINDEN NEW ART

Linden New Art's vision is to be a leading mid-size contemporary art space. Our mission is to be a conversation-driven organisation championing bold new ideas. With a focus on mid-career artists, we pursue inclusive, thought-provoking programs creating new experiences & engagement through contemporary art. As a home for new art, we are open to bold ideas, to different ways of experiencing and seeing the world and oneself. We believe this is an important part of contemporary art and we aim to foster a curious audience that is opening to engage with new art, ideas and approaches to the world.

Our vision is to become one of Australia's leading contemporary art spaces.

Our mission is to:

- Support the creation and exhibition of courageous new art by mid-career artists.
- Exhibit new works that inspire, provoke and contribute to conversations and debate.
- Advance artists' careers through mentoring, connections and exposure.
- Offer a welcoming space where artists, enthusiasts and the community can come together in a stunning site of historical and cultural significance.
- Celebrate First Nations culture and heritage

Build upon our proud heritage of enriching the cultural fabric of St Kilda, Melbourne and Victoria.

ROLE

Working closely with the CEO + Director, the Curator will be responsible for the development and implementation of an outstanding exhibition program that attracts and engages visitors to the gallery, generates new knowledge and provides opportunities for mid-career artists.

This role is fundamental to Linden's success in becoming one of the Nation's leading mid-size contemporary art spaces. As such the successful candidate will have a record of curatorial excellence within a contemporary art context and writing and public speaking experience. They will be a champion of contemporary art and artists, particularly mid-career artists. As a key role in the institution, the position will contribute to Linden's strategic direction, fundraising initiatives and will represent Linden to a diverse range of stakeholders.

The role requires some weekend and evening work and may require additional hours to assist with exhibition installation, openings and other events. Additional hours will be managed as part of our Time Off in Lieu policy.

HOURS

This position is a full-time role at Linden. The usual days of work will be Monday-Friday (9am-5pm), however some flexibility regarding days/hours of work may be possible.

Some occasional 'out of hours' work will be required (i.e. attendance at Linden's exhibition openings and other special events that may be held on the weekend and/or in the evening) and time off in lieu will be arranged to compensate for any agreed 'out of hours' work.

This appointment carries a six-month probationary period.

LOCATION

The position is principally based at Linden New Art located at 26 Acland Street in St Kilda. However, the position may be required to travel to other locations as part of its employment responsibilities and duties to Linden. All these differing locations will come under the auspices of Linden for the purposes of this role.

REPORTS /ACCOUNTABLE TO:

The position reports to the CEO + Director.

POSITION SCOPE

The Curator will work closely with the CEO + Director, Gallery manager, Linden Projects Space Coordinator, Education & Public Programs Coordinator and Volunteer Officer to develop an exhibition program and associated events to present to the Board for approval annually. The Curator is primarily responsible for the development of an outstanding exhibition program that attracts and engages visitors to the gallery. The role works closely with the Design & Communications Coordinator to ensure all information about the exhibition program is presented well. The role requires liaison with many external providers to ensure the timely delivery of material and the promotion of Linden's exhibitions and other activities/events.

PERSONNEL SUPERVISED

This role supervises the Education and Public Programs Coordinator, Linden's team of technical installation staff, exhibiting artists, external guest curators and catalogue essay writers.

KEY RESPONSIBILITIES

Culture & Leadership

Actively encourages the vision, values, principles and practices of Linden New Art and promoting a productive, creative and inclusive gallery environment.

Exhibitions & Programs

- > Research, plan, develop, deliver and evaluate high quality and innovative exhibitions (both on site and off site), including participating in exhibition selection committees when required.
- > Manage staff associated with the delivery of Linden's exhibition program including but not limited to: Education and Public Programs Coordinator, exhibiting artists, guest curators, guest catalogue writers, technical installation staff, freight forwarders, private lenders and commercial galleries.
- > Work with artists, technical installation staff, guest curators and other relevant Linden staff to ensure each exhibition is well presented. Provide advice, recommendations and support in relation to the overall exhibition design, installation and de-installation of exhibitions
- > Assist with the development of and contribute content to the following items: exhibition wall labels, catalogue essays, exhibition videos or podcasts, 360-degree virtual exhibition tours and e-invitations.
- > Develop & present an exhibition briefing for all staff and volunteers prior to exhibition openings.
- > Manage Linden's travelling exhibitions – liaise with freight forwarders, artists, collectors and auspicing agents in a timely and effective manner when & if required
- > Ensure that all artworks arriving at Linden are condition reported, handled in accordance with best practice and that the security and safety of the works is maintained during install and de-install and monitored throughout the exhibition.
- > Provide guided tours of Linden's exhibitions when required – for primary, secondary, university and other interested community groups in consultation with the Education and Public Engagement Coordinator

Planning and strategic development

- > Actively contribute to Linden's strategic planning processes including work associated with the development of the annual Exhibition Program Budget.
 - > Contribute to the development, implementation and monitoring of Linden's policies, strategies and plans including key performance indicators that relate to Linden's exhibition program.
 - > Collect, analyse and provide information and feedback in relation to the exhibition program, artist studio program and all other Linden programs when and if required. Prepare Exhibition Reports for all exhibitions across the entire program for the Director's Report.
- Work closely with the CEO + Director and Deputy Director to proactively identify and apply for funding and sponsorship opportunities for the exhibition program.
- > Actively participate in relevant industry networks and activities.

Administration

- > Work with Linden's Gallery Administrator to provide volunteers with relevant information about each exhibition to ensure they can provide visitors with a warm, welcoming and well-informed experience.
- > Communicate effectively with Linden's team to ensure information about artists and exhibition programs are shared in a timely manner for the updates to websites, preparation of e-newsletters, e-invitations, exhibition videos or podcasts, 360-degree virtual exhibition tours and quarterly calendars
- > Assist in the development and management of relevant administration systems to ensure that Linden is using its resources effectively and wisely and look for ways for continuous improvement.

- > Ensure that all relevant information is collated and analysed in relation to the exhibition program including statistical data, post exhibition artist surveys and other such information for reporting purposes.
- > Develop and maintain Linden's exhibition archives

Other responsibilities

- > Actively participate in team meetings to ensure the effective development of organisational strategies, plans and key initiatives
- > Communicate effectively with Linden's key stakeholders regarding its programs and initiatives
- > Provide the CEO + Director and Deputy Director with professional advice as required.
- > Prepare exhibition reports and other relevant documents as required.
- > Such other related duties as directed by the CEO + Director.

KEY SELECTION CRITERIA

- > Tertiary qualifications in Art History and post-graduate qualifications in Museum Studies and or Curatorial Studies are desirable. Broad curatorial experience gained from public and or commercial galleries will be considered.
- > A minimum of five years' experience working in a gallery or museum and established networks with peers and artists.
- > Demonstrated experience in the research, development and delivery of a range of exhibitions that are conceptually driven and focussed on key contemporary questions and issues.
- > Excellent written and verbal communication skills with the ability to assist with the preparation of funding applications, exhibition information, catalogue essays and exhibition talks.
- > Excellent organisational and time management skills including the ability to prioritise often competing tasks.
- > Ability to contribute effectively to a collaborative team-based environment that is outcome focussed and to work independently to achieve all tasks.
- > Excellent computer skills including full knowledge of Microsoft Office Suite of products. Additionally, knowledge of website platforms and social media channels as well as the Adobe suite of design products (PhotoShop Illustrator and InDesign) is highly desirable.

QUALIFICATIONS AND EXPERIENCES

- > Postgraduate qualifications in Curatorial/Museum Studies and Tertiary qualifications in Art History with at least five years' experience working in the public gallery or commercial gallery sector.
- > Experience in developing, effectively managing and curating successful onsite and offsite art exhibitions.
- > Demonstrates strong written and verbal communication skills, including the capacity to write scholarly texts.
- > Demonstrates the ability to effectively manage and motivate a team of gallery administrators, artists, guest curators, guest writers and installation staff to ensure the timely delivery of Linden's exhibition program.
- > Well-developed analytical, conceptual and problem-solving skills, including demonstrated ability to quickly source and disseminate information
- > Ability to work independently and as part of a team.
- > Self-motivated, amiable, honest and reliable
- > Highly developed interpersonal skills.

CORE ATTRIBUTES

- > Excellent communication skills including the ability to communicate effectively with artists, arts industry professionals and other key stakeholders
- > Demonstrated history of researching, developing and presenting high quality contemporary art exhibitions.
- > Demonstrates a strong commitment to improving the profile and success of Linden
- > Thrives in working in a hardworking and collaborative small team environment and can work independently when required.

The successful applicant must pass a Police Check & Working with Children Check. Linden New Art is a child safe environment.