

GERTRUDE CONTEMPORARY

Position Description

POSITION TITLE	Curator in Residence 2021
POSITION TYPE	The Curator in Residence position is a part-time (0.8 FTE), fixed-term role from March 2021 to February 2022.
REMUNERATION	The salary is \$60,000 per annum plus 9.5% 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 particular 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.

The Curator in Residence, in particular, provides support for: the exhibition program; public programs and associated events relating to the exhibition programs at Gertrude Contemporary and Gertrude Glasshouse; contributes towards the realisation of the annual Gertrude Studios exhibition, its associated public programs and publication; as well as contributing to the development and commission of the projects for Gertrude’s new digital platform.

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 and Studio Coordinator to plan and implement the installation and de-installation of the Glasshouse program • Provide curatorial support in the development of the annual Gertrude Studios exhibition
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	<ul style="list-style-type: none"> • Prepare and contribute to supporting written material for the promotion and interpretation of exhibitions • Support budget tracking for exhibition projects • Participate in the commissioning of works for Gertrude’s digital platform • Contribute to funding applications to support the exhibition program
PUBLIC PROGRAMS	<ul style="list-style-type: none"> • Develop and implement a series of supporting 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 publically at events at Gertrude and off-site • Participate in events on behalf of the organisation • Contribute to education programs

Note: The incumbent 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

- Educational learning 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 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 conflicting 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