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## **POSITION DESCRIPTION**

**Date: 18 March 2025**

<b>POSITION:</b>	<b>Curator and Exhibitions Manager</b>
<b>REPORTS to:</b>	<b>Director</b>
<b>CONTRACT:</b>	<b>Full Time, Ongoing</b>
<b>HOURS OF WORK:</b>	<b>38 hours a week</b>
<b>RENUMERATION:</b>	<b>Range of \$70,000 - \$88,000 (depending on level of experience) + 12% superannuation</b>

**JOB PURPOSE:** The Curator and Exhibitions Manager is responsible for the development and management of NERAM's Visual Arts programs. This is a key artistic and management position within the organisation and the successful applicant will work closely with the NERAM Director to develop and implement NERAM's dynamic exhibition program. This role oversees the curation, interpretation, and presentation of the museum's collections and temporary exhibitions to engage diverse audiences and enhance NERAM's reputation as a leading regional art institution. The Curator is responsible for curating original exhibitions for the Art Museum and working with a collection of over 5,000 historical, modern and contemporary art works. The Curator will have an integral role in contributing to the long-term program and will be required to research opportunities for future collections, programs and grant opportunities. They will engage with a variety of stakeholders, involving preparing and presenting to peers and donors and volunteers, and maintaining professional networks across the visual arts sector.

## **ABOUT THE ORGANISATION:**

The New England Regional Art Museum (NERAM) is a premier cultural destination in regional New South Wales, recognised for holding one of Australia's most significant art collections outside the capital cities. As a living museum of national importance NERAM plays a vital role in the social, cultural, and economic life of Armidale and the New England region. In its over four decades of history, NERAM has consistently nurtured the region's creative ecology, supporting both grassroots community and nationally competitive arts programming.

NERAM features six galleries, education and workshop spaces, an artist residence, the Museum of Printing, an artisan retail space, a café, and picturesque grounds on the Black Gully Creek. As custodian of the Howard Hinton, Chandler Coventry, and NERAM collections, it houses over 5,000 artworks by celebrated Australian artists, including Margaret Olley, Arthur Streeton, Tom Roberts, Margaret Preston, Brett Whiteley, and Emily Kame Kngwarreye (to name a few). The diversity, quality, and scale of these collections make NERAM an exceptional gallery in regional NSW. NERAM presents a dynamic annual program of exhibitions and events that enriches the lives of both residents and visitors.

**NERAM's Vision:** *To be a vibrant cultural meeting place and iconic destination for the New England region, where local and national arts converge to inspire community connection, creativity, and lifelong learning.*

**NERAM's Mission:** *To enrich the cultural life of our community and visitors through outstanding and diverse art programs; to celebrate and share NERAM's collections alongside contemporary and national art; and to foster a vibrant, inclusive arts community.*

## **KEY RESPONSIBILITIES:**

### **Artistic Program:**

- Work with the Director to develop annual exhibition programs that support the organisation's mission;
- Initiate, develop, research and curate innovative, high quality exhibitions and displays that:
  - employ innovative curatorial and exchange strategies to promote Australian (and in particular regional NSW) artists locally and nationally;
  - reflect current artistic, cultural and social concerns, locally and nationally, and provide dynamic new contexts and frameworks for contemporary practice; and
  - provide meaningful support to artists.
- Research, document and provide advice about the work of artists from the wider New England region and those with links to NERAM collections and programs including initiating regular correspondence and meeting with artists, visiting studios/galleries and attending exhibitions;
- Plan and schedule the gallery's program of exhibitions including monitoring timelines, budgets, delivery dates, marketing requirements, and milestones;
- Scope and plan exhibition layouts and designs including lighting, audio-visual, graphic design, exhibition furniture/display equipment and other technical resources required;

- Work effectively with a range of external stakeholders, consultants and contractors including artists, curators, exhibitors, designers, educators, writers, editors, funding bodies, lenders and sponsors as required;
- Liaise with the Registrar and staff from other galleries and organisations regarding exhibitions being shown at NERAM including dates, cost-sharing, loan conditions, insurance, transport storage and display requirements;
- Oversee the installation and de-installation of all exhibitions and displays including ensuring WHS requirements are met and fully implemented;
- Plan, research, write and edit exhibition and curatorial materials including exhibition labels, wall texts, audio-visual scripts, website content, publications and educational content;
- Work closely with NERAM's Education Officer to support the delivery of NERAM's Creative Learning program;
- Work closely with NERAM's Director and FoH Staff to support the development and delivery of NERAM's exhibition related public programs; and
- Oversee the maintenance and presentation of exhibition spaces.

#### **Leadership:**

- Manage a creative team of professional staff and volunteers in the planning and delivery of exhibitions within NERAM;
- Assume responsibility for the management of NERAM's annual Visual Arts budget and work with the Director and Finance Officer to develop forward annual and project budgets;
- Assume responsibility for rigorous forward planning across all Visual Arts programs to ensure appropriate resourcing, realistic lead-times and high quality outcomes;
- Provide high level advice and updates to the Gallery Director and/or Board on a regular basis;
- Establish and maintain professional contact with colleagues and institutions, private collectors and dealers to source exhibitions and potential loans;
- Advise the Director on the professional development needs of exhibition staff and volunteers working in the exhibitions team:
- Identify and analyse project and program funding opportunities;
- Write and submit timely grant applications and acquittals and contribute clear and timely program content to sponsorship proposals; and
- Assist the Director with strategic and business planning.

**Partnerships & Stakeholder Relations:**

- Initiate and maintain strong relationships with relevant museums, galleries, cultural institutions, community groups, universities and stakeholders to enhance organisational profile and outreach and to support the delivery of joint projects;
- Establish effective working relationships with staff and other key stakeholders and demonstrate creative leadership; and
- Work as part of a team to cultivate and steward relationships with donors, sponsors and funding bodies as required.

**Communications:**

- Provide clear and timely content for NERAM's communications collateral;
- Undertake media interviews as required; and
- Work closely with NERAM's Director and Communications Officer to identify opportunities to maximise media, audience and stakeholder engagement.

**General:**

This role will be required to work on the installation and de-installation of exhibitions and may occasionally be required to work at the information desk in frontline delivery of visitor services.

Some after hours and weekend work will be required to attend openings, functions and meetings.

**KEY SELECTION CRITERIA:**

- A tertiary level degree/higher degree in Arts Management, Art History, Visual Arts or Museum Studies and/or equivalent professional experience.
- Demonstrated experience in planning, co-ordinating, developing and delivering high quality exhibitions and programs in a public museum or art gallery environment including installation experience.
- Demonstrable ability to manage multiple projects simultaneously and effectively lead a team of arts professionals;
- Developed editorial and writing skills;
- Established professional relationships with artists, curators, galleries and arts institutions;

- Outstanding written and oral communication and public speaking skills, including the ability to communicate effectively with a broad range of artists, audiences and other stakeholders;
- Excellent collaborative, interpersonal and management skills;
- A proven ability to secure grant funding and other support for artistic projects;
- Excellent planning, organisational and budget management skills;
- The ability to think strategically and devise practical solutions to complex issues; and
- A current NSW Class C Drivers Licence or equivalent.