

JOB DESCRIPTION	
Job Title Senior Curator – International Art	
Division Regional Facilities Auckland	Reports To (Attach Structure) Head of Curatorial and Exhibitions
Department Auckland Art Gallery Toi o Tāmaki	Direct Reports Assistant Curator
Unit Curatorial and Exhibitions	Indirect Reports None
Team Curatorial	Location Auckland Art Gallery Toi o Tāmaki
<p>Key Purpose of Role</p> <p>The Senior Curator – International Art is responsible for the research, display and interpretation of the Auckland Art Gallery’s historical and modern international art collections, including the Mackelvie Collection, for the benefit of the Gallery’s diverse audiences.</p> <p>The Senior Curator works closely with the Director and the Head of Curatorial and Exhibitions and members of the Curatorial team to plan, develop and implement the Gallery’s temporary exhibition and collection display programmes to meet audience targets.</p> <p>The Senior Curator extends access to the Gallery’s collection of historical and modern international art through exhibitions, lectures, publications, symposia and other means, including digital initiatives. They also take responsibility for the delivery of incoming touring exhibitions of international art as required.</p> <p>The position includes responsibility for liaising with the Mackelvie Collection Trustees, attending Trust Board Meetings and presenting appropriate reports to ensure a benefit in complementary collecting, exhibitions and to develop Trust patronage.</p> <p>A senior member of the Curatorial and Exhibitions team, the Senior Curator is also responsible for providing mentoring and coaching to the Curators and Assistant Curators to further develop and enhance curatorial understanding, skills and experience.</p>	
Key Responsibilities	Expected Outcomes
<p>Curatorial and Collection Management</p> <ul style="list-style-type: none"> • Effectively manage the historical and modern international collections • Plan, develop and implement strategies relating to the exhibition and collecting of works of art within the designated area of collection responsibility • Contribute to the development and delivery of an exceptional international exhibition programme • Plan, develop and manage the designated area of collection responsibility in accordance with the Gallery’s collection policy, advising 	<ul style="list-style-type: none"> • Research, documentation, presentation, display, loans programme, publication and interpretation are provided to the highest professional standards of art museum practice • Exhibitions align to Gallery’s strategic and business plan • Gallery’s reputation and profile is enhanced through effective, efficient and professional curatorial activities

<p>on policy development as required</p> <ul style="list-style-type: none"> • Maintain a strong international network in the field of historical and modern international art scholarship and curatorial practice • Liaise with patrons, donors, trustees, artists and art dealers to assist the Gallery in acquiring works of art for its collection and delivering the programme • As required, lead the development and delivery of major touring exhibitions in consultation with the Head of Curatorial and Exhibitions • Fulfil the role of Gallery host and exhibition interpreter for sponsors and other corporate and distinguished guests of the Gallery as required • Provide a curatorial perspective, when required, within the context of Gallery planning bodies and committees • Maintain a current awareness of new developments in art museum curatorial and collection management practices to ensure the continued enhancement of the Gallery's exhibition profile and reputation • Share specialist knowledge with the team to enable the Gallery to successfully achieve its vision, mission and long term strategic goals collectively 	
<p>Leadership and Mentoring</p> <ul style="list-style-type: none"> • Work commitments are aligned with the Gallery's Cultural Enterprise Plan and Curatorial and Exhibition team objectives • Provide mentoring and coaching to colleagues to increase and further develop curatorial understanding, skills and experience • Effectively manage performance of staff to ensure customer requirements are met • Utilise all resources efficiently and ensure individual inputs are managed to achieve maximum return on investment and transfer of relevant skills and knowledge • Work closely with Head of Curatorial and Exhibitions, HR and other managers on issues relating to training and development, recruiting, induction, rewards and recognition, and performance management to ensure direct reports are effectively managed 	<ul style="list-style-type: none"> • Work is effectively managed in accordance with priorities and outcomes are achieved • Resources are managed with optimal results • HR and organisational requirements are met • Direct reports and volunteers are adequately informed, coached and supported to provide excellence in service delivery • Increased understanding, skills and experience are developed through effective coaching and training techniques
<p>Funding</p> <ul style="list-style-type: none"> • Assist in the preparation of sponsorship proposals and presentations, and prepare other funding applications and acquittals for exhibition and research projects • Prepare proposals for acquisitions and monitor 	<ul style="list-style-type: none"> • Funding applications are approved, submitted and acquitted in a timely manner. • The Gallery's collection is enhanced in value and quality through effective use of

<p>the art market to ensure that the Gallery efficiently and effectively applies its acquisition funds</p>	<p>acquisitions funds</p>
<p>Communication and Relationships</p> <ul style="list-style-type: none"> • Provide regular communication and reports to the Mackelvie Trust on all developments as they apply to the Mackelvie collection and projects • Respond to queries from colleagues, researchers and the general public • Establish and maintain good working relationships with internal and external stakeholders • Develop and work closely with colleagues in educational institutions to share expertise • Oversee and assist colleagues in education and public programmes in the development and delivery of a lively and extensive art education programme for all ages 	<ul style="list-style-type: none"> • Enquiries are responded to in a professional manner • Effective and professional relationships are developed and maintained
<p>Technical & Professional Knowledge</p> <ul style="list-style-type: none"> • Conduct lectures, organise seminars and contribute to publications as appropriate • Serve as a professional representative of the Gallery on academic boards, judging panels and committees 	<ul style="list-style-type: none"> • Professional representation results in positive outcomes in succeeding Gallery's overall objectives • Enhanced visitor experience and engagement
<p>Project Management</p> <ul style="list-style-type: none"> • Support and contribute to the effective project management of relevant exhibitions and associated budgets • Manage own workload to meet objectives and achieve results within deadlines 	<ul style="list-style-type: none"> • Projects objectives are achieved • Budget requirements are met
<p>Financial and Reporting</p> <ul style="list-style-type: none"> • Ensure adherence to exhibition budgets • Provide financial reports as required 	<ul style="list-style-type: none"> • Budgets are maintained • Financial reporting is provided in a timely and accurate manner
<p>Organisational Obligations</p> <ul style="list-style-type: none"> • Action the organisation's good employer obligations, equal employment and bicultural policies and practices • Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures • Promote activities and initiatives that assist the organisation achieve its vision and mission • As an employee of the organisation, you are required to be associated, as required, with 	<ul style="list-style-type: none"> • Regional Facility Auckland meets its obligations as an employer • Regional Facility Auckland's reputation is enhanced within the community • Health and safety requirements upheld

<p>Civic Defence Emergency Management.</p> <ul style="list-style-type: none"> • Promote one-organisation initiatives and action these service characteristics • As an employee of the organisation you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, the organisation's Code of Conduct 							
<p>Qualifications</p> <ul style="list-style-type: none"> • A post graduate degree in Art History or related discipline 							
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 5-10 years of recent curatorial experience and exhibition-making in the area of historical and modern international art • Proven track record of published writing about historical and modern international art • Knowledge of at least one European Romance language other than English is highly desirable • Experienced in the professional curatorial practices of a major art museum • Proven ability to provide the intellectual and creative direction required to develop, plan for and prepare exhibitions, including the selection and layout of works, negotiation of loans, preparation of texts and interpretative material • Demonstrated track record of collection development and management • Experienced using collection management software (preferably Vernon) • Demonstrated computer proficiency, especially with Microsoft Office applications 							
<p>Skills/Competencies</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills • Strong research skills with keen attention to detail • Ability to effectively lead a project team and develop staff through coaching and mentoring • A commitment to excellent customer service • Highly developed negotiation and stakeholder management skills • Skilled in working on team projects with staff at all levels, and working effectively with a diverse range of people within and outside of the organisation • Skilled in project management and focused on achieving goals • Skilled in time management and prioritisation of tasks 							
<p>Key Relationships</p> <p>Internal: Director, Lead team, Head of Curatorial and Exhibitions, Curatorial and Exhibitions team, Collection Services team, Public Engagement team, Advancement team, and other Gallery staff, interns and volunteers</p> <p>External: Mackelvie Trust, curators and art historians working in field of historical and modern international art in New Zealand and internationally, government agencies, patrons and private collectors, commercial dealers and auction houses, and other stakeholders as required to develop relationships and share expertise</p>							
<p>Delegated Authorities</p> <table data-bbox="188 1921 619 1989"> <tr> <td>Budgeted:</td> <td>Opex</td> <td>Nil.</td> </tr> <tr> <td></td> <td>Capex</td> <td>Nil.</td> </tr> </table>		Budgeted:	Opex	Nil.		Capex	Nil.
Budgeted:	Opex	Nil.					
	Capex	Nil.					

Unbudgeted:	Opex	Nil.
	Capex	Nil.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.