

<b>JOB DESCRIPTION</b>	
<b>Job Title</b> Curatorial & Exhibitions Coordinator	
<b>Division</b> Regional Facilities Auckland	<b>Reports To</b> Exhibitions & Projects Manager
<b>Department</b> Auckland Art Gallery Toi o Tāmaki	<b>Direct Reports</b> n/a
<b>Unit</b> Curatorial & Exhibitions	<b>Indirect Reports</b> n/a
<b>Team</b> Exhibitions	<b>Location</b> Auckland Art Gallery Toi o Tāmaki
<b>Key Purpose of Role</b>	
<p>To assist the Exhibitions &amp; Projects Manager, the Head of Curatorial &amp; Exhibitions and the Curatorial Team to develop, schedule, produce and deliver internally and externally generated exhibitions and artist commissions to the highest standards of museum practice and to coordinate and effectively deliver the overall exhibitions programme.</p> <p>To coordinate the critical path, financial planning, project management, and review of exhibitions generated by the Curatorial Team including collection based exhibitions, artist commissions, Creative Learning Centre projects, and external exhibitions, from initial concept to the realisation of exhibitions, working across all Gallery teams to deliver a curatorial and exhibitions programme of excellence.</p> <p>To support the Curatorial Team in its other activities, including acquisitions, publications, research and associated projects.</p> <p>On occasion this position is required to work evenings and weekends.</p>	
<b>Key Responsibilities</b>	<b>Expected Outcomes</b>
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• With the Exhibitions &amp; Projects Manager, assist the Head of Curatorial &amp; Exhibitions to plan and deliver all Gallery generated and external exhibitions including artist commissions and Creative Learning Centre projects as well as monitoring Gallery touring exhibitions.</li> <li>• Work closely with and support curators and artists towards development and delivery of exhibitions and commissions. Coordinate and administer exhibition development across all areas including: exhibition planning, contracting, scheduling, financial planning and monitoring, installation, evaluation, contracts and exhibition related travel.</li> <li>• In conjunction with the Exhibitions &amp; Projects Manager ensure staff resources and services are in place to successfully deliver each exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibitions meet international museum standards.</li> <li>• Exhibitions meet the aims of the Gallery's Cultural Enterprise Plan and strategic objectives.</li> <li>• Exhibition planning and implementation is cost effective, timely and accountable and achieves quality results.</li> <li>• Exhibitions align with the aims, policies and resources of the Gallery.</li> <li>• The Gallery's reputation is enhanced.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide overall logistical coordination to ensure that exhibition development occurs within realistic and specified timeframes.</li> <li>• Administer the exhibition planning process, including scheduling and risk issues and recommended alternative courses of action.</li> <li>• Maintain and update the exhibition planner and programme view documents.</li> <li>• Coordinate the timely realisation of individual exhibitions with the curator/project owner from scoping to completion including timeline development, identification of key milestones, dependencies and sign offs.</li> <li>• Report on the progress of individual projects and the overall exhibition development programme.</li> </ul>	
<p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Communicate regularly with the Exhibitions &amp; Projects Manager on the progress of internally and externally generated exhibitions, artist commissions and Creative Learning Centre projects, as well Gallery touring exhibitions.</li> <li>• Be a key point of daily contact for all matters relating to the logistics of the exhibition programme and provide advice to other staff on the exhibition planning, development and production.</li> <li>• Administer Curatorial and Exhibition Team Meetings and Acquisition Planning Meetings, minute decision making and support communication of key updates through to relevant teams, especially exhibition proposals entering the prioritisation phase.</li> <li>• Communicate regularly with Exhibition Design, Technicians, Registration, Conservation, and Photography Teams.</li> <li>• Collaborate with Registration regarding the scheduling and prioritisation of requirements for touring exhibitions and loans, including on the specifications in contracts.</li> <li>• Communicate with the Gallery's Public Engagement, Publications, Visitor Experience, Marketing and Communications, Advancement and Security Teams to ensure the public aims of the exhibition are scheduled and resourced.</li> <li>• Communicate with Business Advisor, Facilities Manager and other RFA Corporate contacts as required to deliver on budget and resource management aspects of role.</li> <li>• Convene regular project team, gateway and exhibition debrief meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• A collaborative approach to work and positive outcomes are achieved.</li> <li>• All exhibition internal and external stakeholders are fully informed at all stages of an exhibition</li> </ul>
<p><b>Technical and Professional Knowledge</b></p> <ul style="list-style-type: none"> <li>• Maintain a current knowledge of Health &amp; Safety requirements and induct contractors as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibitions are coordinated according to international best practice.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain a current knowledge of museum practices and procedures with regard to exhibition management and budgeting, contracts and art work display where relevant.</li> <li>• Prepare contracts for external providers including artists, writers, editors, designers and lenders.</li> </ul>	
<p><b>Budget and Report Management</b></p> <ul style="list-style-type: none"> <li>• Prepare and ensure timely dissemination of information of the exhibition schedule and budget, and ensure all staff, space, security and financial resources are in place to present exhibitions.</li> <li>• Prepare reports and complete exhibition statistics, answer general correspondence related to exhibitions programming and planning, and maintain clear records of exhibition projects.</li> <li>• Prepare, monitor and maintain exhibition budgets for each exhibition, and the annual exhibition budget forecast with the Exhibitions &amp; Projects Manager and Head of Curatorial &amp; Exhibitions.</li> <li>• Assist as required with the preparation and compiling of grant and funding applications and acquittals.</li> <li>• Assist with funding initiatives and in-kind support in order to present exhibitions.</li> <li>• Manage exhibition-related Purchase Orders and invoices in Ungerboeck.</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets are properly prepared, not exceeded and resources are utilised efficiently.</li> <li>• Accurate and timely information regularly provided to Head of Curatorial &amp; Exhibitions.</li> <li>• Grant applications, partnership and sponsorship proposals, reports and acquittals are prepared and submitted in a timely manner.</li> </ul>
<p><b>Organisational obligations</b></p> <ul style="list-style-type: none"> <li>• Action the organisation's good employer obligations and equal employment bicultural policies and practices.</li> <li>• The Gallery is a bicultural organisation and supports the principles of the Te Tiriti o Waitangi (Treaty of Waitangi) 1840.</li> <li>• As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation function.</li> <li>• Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures.</li> <li>• Promote activities and initiatives that assist the organisation achieve its vision, purpose and Cultural Enterprise Plan.</li> <li>• Promote one-organisation initiatives and action these service characteristics.</li> <li>• As an employee of the organisation you are required to familiarise yourself with and</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Facility Auckland meets its obligations as an employer.</li> <li>• The Gallery upholds the principles of the Te Tiriti o Waitangi (Treaty of Waitangi) 1840. Regional Facilities Auckland's reputation is enhanced within the community.</li> <li>• Regional Facility Auckland and Auckland Art Gallery's reputation are enhanced within the community.</li> <li>• Health and Safety requirements upheld.</li> </ul>

<p>comply with all organisation policies, including but not limited to, the organisation's Code of Conduct.</p>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A tertiary qualification or equivalent in art history, fine arts, design, museum studies or another relevant discipline.</li> <li>• Professional project management training.</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in the successful development and delivery of exhibition projects.</li> <li>• Experience in exhibition project management preferably in a museum context Proven project management skills involving coordination across teams and externally, preparation and control of budgets, staff and subcontractor management, resource and logistical planning, and preparation of acquittal reports.</li> </ul>	
<p><b>Skills/Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent project management, analytical and problem-solving skills.</li> <li>• Proven ability to achieve deadlines, prioritise time and resources, as well as an ability to work on simultaneous projects.</li> <li>• Excellent oral and written communication skills and a clear, concise style.</li> <li>• Proven negotiation skills with the ability to manage a wide range of stakeholders' interests.</li> <li>• High degree of financial literacy and familiarity with accounting principles and processes, including knowledge of accruals.</li> <li>• Demonstrated understanding of the legal implications associated with contractual obligations, a sound knowledge of Health &amp; Safety requirements and the ability to ensure the necessary provisions are in place to meet these obligations.</li> <li>• Flexibility and adaptability, with ability to accept change in a positive manner, and the ability to reorganise and reschedule the many components of an exhibition if change occurs.</li> <li>• Demonstrated ability to successfully lead a team using appropriate interpersonal styles and communication to gain acceptance and buy-in from individuals that do not necessarily report to this role.</li> <li>• An understanding of museum practices and procedures.</li> <li>• A knowledge of the visual arts.</li> </ul>	
<p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>• Curatorial and Exhibitions, Exhibition Design, Registrations, Conservation, Collection Services, Public Engagement, Operations including Visitor Services, Security, Venue and Events Coordinator, Marketing and Communications, Business Advisor, Facilities Manager.</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Contract and consultant staff e.g. artists, guest curators, lenders, funding agencies, sponsors, graphic designers, contractors, government agencies, stakeholders and other service providers.</li> </ul>	
<p><b>Delegated Authorities</b></p> <p>Budgeted: Opex as per the current RFA delegated authority Capex N/A</p> <p>Unbudgeted: Opex Capex N/A</p>	
<p><b>Disclaimer</b></p> <p>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.</p>	