

Position Description

Position Description	
Position Title:	Assistant Curator
Reports To:	Gallery Director / Senior Curator
Direct Reports:	Interns, volunteers and casual staff as directed
Award & Classification:	As per Letter of Engagement

About Cairns Art Gallery

Cairns Art Gallery Precinct is a cultural meeting point for northern Australia, where art shaped by Place connects with contemporary practice across Australia and the world. As a dynamic cultural campus across three heritage buildings, the Gallery cares for its Collection and delivers an annual program of exhibitions, public programs and community engagement. Grounded in Place, and in the cultures, histories and environments of northern Australia, the Gallery works with artists, Aboriginal and Torres Strait Islander communities, council, industry bodies, tourism partners and the broader public to connect art, ideas and people.

Position Objective

The Assistant Curator advances the Gallery's mission by supporting the development and coordination of the annual artistic program, contributing to collection research and acquisitions, assisting with stakeholder engagement, and producing accurate research and writing for exhibitions, publications and public programs.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.

Key Accountabilities

Artistic Program & Exhibition Support

- Assist with the development and implementation of curatorial and publishing outcomes across the Gallery's annual artistic program, working under the direction of the Director and Senior Curator and in accordance with the Strategic Plan.
- Prepare labels, exhibition texts and other interpretation materials, along with organising and maintaining image and other asset coordination.
- Provide project coordination support for exhibitions and related publications within the annual program including exhibition proposals, assisting with scheduling, logistics, documentation and delivery to established deadlines and budgets.
- Coordinate artists and other stakeholders in their liaison with Cairns Art Gallery staff across all areas of the gallery, this may include travel and residencies for external stakeholders.

Collection Research & Acquisitions Support

- Contribute to research and curation of the Art Collection; assist with assessing artworks proposed for acquisition; support the administration of gifts, donations and the Cultural Gifts Program; and maintain accurate and up-to-date records on the Vernon collection management database.

Stakeholder & Industry Engagement

- Assist in building and maintaining relationships with artists, donors, dealers and partner organisations; support the Gallery's representation at external meetings and events as directed; and contribute to developing and sustaining industry networks.

Writing, Research & Public Engagement

- Contribute to the Gallery's public engagement through research, accurate writing and adherence to style guides across publications, exhibition texts, presentations and other audience-facing content.
- Deliver exhibition talks and tours to diverse audience groups, contributing to education and community programs as required.

Team Support & Operations

- Provide assistance in the training and supervision of interns, casual staff and volunteers where required.
- Perform other duties including facilitating special projects as required by the Director.

Selection Criteria

Essential

- A relevant tertiary qualification in Art History, Visual Arts, or Curatorial Studies and/or an equivalent combination of relevant experience and/or education/training.
- Sound knowledge of Australian and international art history and practice, with the ability to apply this expertise within a museum and contemporary cultural context.
- Demonstrated knowledge of cataloguing and experience with collection management software (Vernon), the Microsoft Office suite and website development applications.
- Demonstrated organisational and administrative skills including the ability to plan and prioritise tasks, meet deadlines and work as a member of a team.
- Demonstrated public speaking skills and effective interpersonal, oral and written communication skills, including the ability to write for a range of audiences.
- A working knowledge of copyright law, Indigenous Cultural and Intellectual Property (ICIP) rights, and the moral and ethical rights of artists.
- Ability to supervise and train interns, volunteers, casual staff and contractors.
- Valid right to work in Australia.

Desirable

- Knowledge of northern Australian and/or First Nations art histories and collecting practices.
- Experience in publication production or editorial work.
- Experience working with artists and donors in a professional cultural institution context.
- Experience in handling objects and practical skills associated with movement and storage of objects.

Approved by:

Date:

I have read the above Position Description and understand and accept the role requirements for the position of Assistant Curator.

Employee Signature:

Date:

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