

Curatorial and Engagement

Position Description

Position Title	Curatorial and Engagement Manager
Directorate	Gallery and Visual Arts
Reports to	Director, Gallery and Visual Arts
Direct Reports	Senior Curator, Curator, Childrens Gallery Coordinator, Education Coordinator, Public Programs Coordinator
Classification Level	Single Enterprise Agreement 2015 - Level 6, Admin Local Government Industry Award - Level 9
Date	March 2024

HOTA

HOTA, Home of the Arts is a growing and ambitious arts precinct on the sun-filled Gold Coast with over 680,000 visitors every year.

Our work is carried out in line with our HOTA Values of Art, Citizenship, Curiosity, Integrity and Generosity.

At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic, caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure and will be covered in an online learning module.

The Team

The Gallery and Visual Arts team lead the development and management of HOTA Gallery, Australia's largest public art museum outside a capital city. They collaborate with all areas of Experience Gold Coast and HOTA, and are responsible for presenting visual arts exhibitions and programming for the artistic direction of HOTA within the Gallery and across the precinct. They are responsible for the development, research and care of the city collection of approximately 4,500 artworks including exhibitions, loans and digital access.

The Position

Reporting to the Director, Gallery and Visual Arts, the Curatorial and Engagement Manager leads the development and implementation of an exceptional program of visual arts exhibitions and

experiences throughout HOTA Gallery and the wider precinct; including narratives and content from the city collection, curated Australian and international exhibitions of art and design, and travelling exhibitions.

The position is responsible for managing the curatorial, public programs and education team, is a member of the HOTA senior managers group, and an interdisciplinary programming team that delivers art, entertainment, cultural and lifestyle experiences.

The position contributes to the development and implementation of visual arts policy and strategy across the precinct and provides input and oversight of the visual arts budget.

Position Responsibilities

Duties include, but are not limited to:

- Oversee, develop and curate imaginative and distinctive exhibitions and projects for display and tour, including working closely with artists, the city collection, and external sources in line with the vision and strategic outcomes of HOTA.
- Work collaboratively with the Exhibitions and Collections Manager, and exhibitions and collections team to ensure a high standard of display and presentation of the collection, exhibitions and projects.
- Provide leadership in the development and implementation of memorable learning and engagement experiences that support and enhance the exhibitions, visitor experience and wider creative program across the Precinct.
- Play a leading role and contribute to an innovative, integrated creative program; ensuring there is a balance between artistic and commercial considerations and that projects evenly cater for popular and niche audiences.
- Ensure that First Nations voices, principles and perspectives are embedded throughout HOTA's creative program.
- Support the Director in the strategic development and growth of the city collection in accordance with the Collection Management Plan and Acquisition Strategy.
- Assist in the preparation and management of exhibition, program and collection budgets. Provide advice on external funding opportunities for creative projects through appropriate grant platforms and sponsorships.
- Research and prepare imaginative and distinctive written material on the collection and exhibitions for display and publication. Develop exhibition briefs, acquisition proposals, and other associated publications.
- Supervise, develop and mentor the curatorial and program team, including professional development and regular feedback. Develop and model a culture of continuous improvement, including building commitment to shared goals.
- Represent HOTA at speaking engagements, external judging panels, committees and industry related forums and events as required.
- Effectively communicate with stakeholders including artists, donors, sponsors, EGC Board of Management, and by actively engaging with the local and national visual arts sector.
- Develop and nurture a strong and broad network of strategic relationships to benefit the Precinct's continued growth and development in the visual arts.
- Oversee and respond to inquiries from colleagues, artists, researchers and the general public.
- Always act ethically and with integrity.
- Model and promote positive and productive behaviours within the workplace.
- As directed by the Director, Gallery and Visual Arts, undertake other related duties within the scope of this position.

Work, Health and Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.

2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
- Adhering to WH&S obligations and adopt sound work practices.
 - Following all safe working procedures and practices designed for the work.
 - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained.
 - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Qualifications and Experience

- A tertiary qualification in visual art, curatorship and / or museum studies is essential.
- A working knowledge and experience using Vernon Collections Management System or similar is desirable.
- Current QLD Police check (or willingness to obtain).
- Excellent interpersonal and communication skills to engage and build communities, coupled with a high level of verbal and written communication.
- Creative thinking and collaboration inspired by change and working in a diverse precinct environment.
- Passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- Be dynamic, caring and curious with a commitment to excellence, experience and innovation.

Physical Requirements

- Bending
- Twisting
- Squatting
- Reaching
- Grip
- Fine Motor
- Standing
- Walking
- Lifting (5 – 10kg)
- Carrying
- Push / Pull movements
- Stopping