

TarraWarra Museum of Art Ltd
ABN 746 249 655 34

Postal Address PO Box 310
Healesville Victoria 3777 Australia

T +613 5957 3100
F +613 5957 3120
E museum@twma.com.au
W www.twma.com.au



Position Description – First Peoples Curator/Producer **Fixed term contract of two years**

Position Overview

The Yalingwa Visual Arts Initiative 2017–2022 is a significant partnership between Creative Victoria, TarraWarra Museum of Art and ACCA, that aims to support the development of outstanding contemporary Indigenous art and curatorial practice, with a primary focus on South East Australian First Nations artists within a national context.

Following on from the Australian Centre for Contemporary Art's successful first stage iteration of Yalingwa, *A Lightness of Spirit is the Measure of Happiness*, curated by Hannah Presley, <https://acca.melbourne/exhibition/a-lightness-of-spirit-is-the-measure-of-happiness>, TarraWarra Museum of Art will engage a First Peoples Curator/Producer to develop curatorial and public programs of relevance. The Curator/Producer will conceive, curate and realise a major exhibition of Indigenous art in November 2020 through in-depth research, travel and development, working with artists, and community members, as well as collaborating with internal colleagues and external institutions and stakeholders.

The Curator/Producer will benefit from the mentoring of Aunty Joy Murphy Wandin and the other members of the Yalingwa Advisory Committee including Victoria Lynn, Director of TarraWarra Museum of Art, Max Delany, Director of ACCA, Hetti Perkins, curator, Hannah Presley, and others to be advised.

TarraWarra Museum of Art was established as a not-for-profit charitable organisation in 2000 and opened to the public in 2003. Situated in the spectacular Yarra Valley, in Wurundjeri country, the Museum is uniquely positioned to deliver the important history of Australian modernism and new developments in contemporary art to a large cross section of the Victorian public.

Reports to: Director, TarraWarra Museum of Art

Hours of Duty: This appointment will have a flexible working arrangement, and will have scope for the Curator/Producer to work from home, at TarraWarra Museum of Art and from a hot desk at ACCA. It is expected that some of the working week is spent at TarraWarra Museum of Art, located one hour outside Melbourne. (Several staff members commute from Melbourne, so there is potential to ride-share).

There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated. Overtime is awarded as time off in lieu (TOIL) of payment of overtime. The maximum accrual that can ever be accumulated for TOIL is 2 days that is to be accessed at a mutually agreeable time.

TarraWarra Museum of Art 2025 Vision

Building on the Eva and Marc Besen gift, TarraWarra Museum of Art actively engages with art, place and ideas, where unexpected links between contemporary art and modernism are presented within global, national and Indigenous contexts.

Our Values

Excellent – Unexpected – Experiential – Connected – Collaborative – Sustainable

KPIs

Conceive, develop, manage and deliver a major exhibition of Indigenous art for TarraWarra Museum of Art in November 2020.
Contribute to research and education regarding TarraWarra Museum of Art exhibitions and collection
Develop productive relationships with the Indigenous/First Peoples communities in the Yarra Valley, the broader South Eastern Indigenous communities and Indigenous communities at a national level.

Duties and Responsibilities

Key Accountability	Tasks
Artistic Vision	
	Work with the TarraWarra Museum of Art team to conceive, curate and realise a major exhibition of Indigenous art in November 2020 through in-depth research, travel and development, working with artists, and community members, as well as collaborating with internal colleagues and external institutions and stakeholders.
	Work with the Yalingwa Advisory Committee
	Coordinate the administration of applications for the Yalingwa Fellowship, including the judging process and communication with artists.
	Contribute towards TWMA's annual artistic programs encompassing exhibitions, special projects and other artistic and public programs that support the organisation's strategic vision.
	Provide informed advice and development, planning and management of projects and initiatives particularly in relation to Indigenous arts.
	Work with the Exhibitions Manager to develop and/or monitor the project budget.
	Contribute to the compilation of exhibition catalogues, media releases, wall-labels, website and other publications, including research, writing and editing.
	Maintain a well-informed understanding of national and international developments in contemporary art and Indigenous cultural developments.
	Coordinate organisation-wide briefings on curatorial projects
Stakeholder Engagement	
	Liaise with Yalingwa Advisory Committee
	Liaise with and assist artists and writers, and other institutional colleagues, in the development and delivery of artistic and exhibition programs. Develop and maintain relationships with artists and independent curators, contractors and other art

	industry colleagues to build professional networks and audiences for the Yalingwa initiative.
	Develop productive relationships with the First Peoples communities in the Yarra Valley, the broader South Eastern Indigenous communities and Indigenous communities at a national level.
	Assist artists to realise the creation of new works including development of practical and technical problem solving. Negotiate with artists, commercial galleries, private lenders and public institutions to arrange for loan of works, and liaise with the TWMA Registrar.
	Work with the Exhibition Manager, Installation team and TWMA staff to develop and maintain best practice standards in relation to the Display, Registration; Cataloguing; Security; Loan; Freight; Storage; Physical Care; Insurance; and Documentation of works of art at TWMA.
	Participate in the installation of exhibitions supported by, and in liaison with the Exhibitions Manager and installation team, including the preparation of exhibition spaces, working with artists in the preparation and presentation of artworks, condition reporting, and the unpacking and installation of artworks.
	Support fundraising initiatives through sponsorship and philanthropy grant applications and acquittals for the development and management of exhibitions and special projects, in consultation with the Manager of External Relations and the Director. Provide material as required for applications for private support of projects through sponsorship and philanthropy.
	At the conclusion of exhibitions, supervise the preparation of thank you letters to artists, lenders, accompanied by catalogues and press reports where relevant on behalf of TWMA.
Active Participation	Provide access to exhibitions for research and teaching purposes, including talks, lectures and preparation and presentation of other education resources.
	Work closely with TWMA colleagues to assist with audience development and education initiatives, to support the smooth running of events including opening functions, public programs and education initiatives
	Represent the Yalingwa initiative and contribute to public and professional and Indigenous community forums as required (such as through the presentation of talks, lectures, publications and participation in committees, juries and professional and community contexts, where relevant).
	Work closely with TWMA's Media and Marketing colleagues to identify opportunities to maximise media and audiences
	Participate in media interviews as required, and contribute to promotion of TWMA in popular and specialist print and electronic media.
Strategic Plan	Deliver strategic initiatives and activities as per time lines outlined in Vision, Strategies and Business Planning document where possible
OHS	Maintain a clean and safe workplace for staff, contractors, volunteers and visitors
	Report issues of concern such as hazards and risks and where applicable, rectify

	Adhere to TWMA policies and procedures
Additional Duties	
	Maintain digital and hardcopy exhibition filing systems; and prepare and compile information, images and copy as required for website, reports, meetings, applications and audio visual presentations.
	Contribute to the supervision and training of volunteer staff, in collaboration with the Curator and Volunteer Coordinator.

REPORTING RELATIONSHIPS

- Reports directly to the Director of TarraWarra Museum of Art
- Take an active role informing TWMA colleagues and stakeholders regarding Indigenous cultural practices and protocols
- Collaborates with TWMA staff colleagues across all areas: Exhibitions, Installation, Registration, Public Programs, Stakeholder Relations, Administration, Visitor Service, Marketing, Events and Publicity
- Seeks advice from the Yalingwa Advisory Committee

Role of Yalingwa Advisory Committee

- Serve as advisors and ambassadors for the development of the Initiative
- Provide high-level cultural and community advice
- Support the appointed Curator, Indigenous initiatives and the development of the program through feedback and advocacy
- Encourage Indigenous community engagement with the initiative

TERMS AND CONDITIONS OF EMPLOYMENT

This position is a fixed term, two-year contract from 1 May 2019 – 1 May 2021 (start and finish dates are negotiable within a two year framework).

The position is four days per week (EFT 0.8).

The position is based at TWMA with some travel required nationally from time to time. Flexible working hours will be required and flexible working hours are available, along with 'work from home' options.

Salary: The annual salary package (EFT 0.8) is \$59,189 as follows:

Base compensation: \$54,054

(Pro-rata of full-time \$67,568)

Superannuation (9.5%) \$5,135

Total annual package: \$59,189

The package includes 16 days annual leave, 8 days personal leave, plus 9.5% employer superannuation.

Appointment will be conditional upon a six-month probationary period.

This position has been identified as a Special Measure under the Equal Opportunities Act 2010 and the Racial Discrimination Act 1975 (Cth). Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.

(Special Measures are positive actions to promote or realise substantive equality for disadvantaged racial or ethnic groups. Some groups do not enjoy human rights equally with others and Special Measures allow them to be assisted).

This position is supported by



KEY SELECTION CRITERIA

1. Demonstrated engagement with Aboriginal artistic and cultural practice and communities in South-East and Nationally.
2. Sound knowledge of artists, institutions, established networks and peers and contemporary art contexts nationally and internationally;
3. Strong knowledge of current practice, debates, theory, history, display and technical production and installation of contemporary art and Indigenous cultural practices.
4. Excellent problem solving skills, with a demonstrable ability to manage multiple projects simultaneously including effectively working with a team of arts professionals, demonstrating excellent collaborative and interpersonal skills
5. Excellent planning, organisational and budget management skills; with a demonstrated ability to think strategically and devise practical solutions to complex issues
6. Outstanding communication skills – written, spoken, editorial and social media including the ability to communicate effectively with a broad range of artists, audiences and other stakeholders
7. Tertiary qualifications in a relevant course of study is preferred, or equivalent community cultural knowledge with at least 3 years' experience working in a relevant context.
8. Excellent computer skills

APPLICATIONS

Enquiries to Victoria Lynn, Director, 03 5957 3000

Applications must be submitted by email to: Victoria Lynn, Director, TarraWarra Museum of Art.

victoria@twma.com.au 03 5957 3100 and should consist of:

*A current CV with two professional referees

*A cover letter (no more than 1 page)

*Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 2 pages)

Application deadline: Monday 8 April, 2019