CURATOR - RESEARCH

DEPARTMENT/UNIT  Monash University Museum of Art

FACULTY/DIVISION  Vice Chancellor and President

CLASSIFICATION  HEW Level 6

DESIGNATED CAMPUS OR LOCATION  Caulfield campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Portfolio of the Vice-Chancellor and President is responsible for: high-level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

Monash University Museum of Art (MUMA) is committed to innovative, experimental and research-based contemporary art and curatorial practice. With a focus upon contemporary art
since the 1960s, MUMA seeks to establish the museum as a dynamic site for cultural production, pedagogy and participation - through exhibitions, collection development, curatorial research, publishing, and academic and community engagement. MUMA is adventurous and forward-looking in its support of new art and ideas as it seeks to become an international centre of excellence in the research and collection, promotion and presentation of contemporary visual art. As a key public art museum within Australia’s largest tertiary institution, MUMA links the University, the art world and the wider community. Operating from award-winning facilities in cultural precinct of Monash’s Caulfield campus, and co-located with the Faculty of Art Design & Architecture, MUMA makes a valued contribution to the cultural and intellectual life of the University and the community.

Monash and the Office of the Vice-Chancellor and President values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of achievement relative to opportunity in our selection processes.

**POSITION PURPOSE**

The Curator, Research provides critical research and curatorial preparation and delivery of exhibitions, public programs and the collection. The Curator, Research is primarily responsible for MUMA’s publishing activities both print and digital.

The Curator, Research manages relationships with publishers and distributors, assist with other related gallery operations as need be, including copy editing and writing grants, reports and acquittals.

This position is also responsible for managing the Front of House volunteers and ensuring efficient delivery of front of house services to patrons and visitors to the Monash University Museum of Art (MUMA). The Curator will also be the primary point of contact for volunteers, interns and work placement candidates.

**Reporting Line:** The position reports directly to the Senior Curator under general direction

**Supervisory Responsibilities:** The position is responsible for the supervision of MUMA’s Front of House volunteers

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Provide support to the Director and other curatorial staff by undertaking in-depth research on artists, art practices, collections and related curatorial activities and play a significant role in the development of innovative exhibitions, and high-quality publications, and to build the Monash University Collection

2. Manage the production of publications, including commissioning writers, sourcing images and image copyright, design, editing and proofing, print production, and distribution, keeping to agreed timelines and launch deadlines

3. Contribute to the development and realisation of exhibitions projects and initiatives identified by the director and senior curator

4. Enhance the growth and increased awareness of the Monash University Collection by commissioning new writing; writing acquisition proposals; and producing other research and writing and on the collection as required

5. Manage MUMA’s Front of House volunteers including recruitment, induction, training, scheduling, supervision, professional development workshops, and establishing training plans and goals with each member
6. Prepare, edit and oversee to a high standard consistent and accessible written communications, including wall labels, media releases, education communications, website copy and other publications and communications platforms, as required

7. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives

8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - A higher degree in art history, curatorial or museum studies; or
   - relevant experience, including within a gallery or museum environment, in publishing or university.

Knowledge and Skills
2. Specialist knowledge of art practice and cultural theory, artists and institutions, and familiarity with professional networks within the visual arts industry
3. Excellent verbal and written communication and editing skills, including experience producing high-quality publications, intelligent and accessible art writing and rigorous research
4. Demonstrated high-level organisational skills including the ability to set priorities, manage time, plan work to meet deadlines and maintain excellent attention to detail/accuracy
5. Demonstrated ability to work as an effective member of a team and to lead others, demonstrating flexibility and collaboration, as well as being able to exercise high levels of independence, judgement and initiative and the ability to present to, interact with and gain cooperation from a diversity of stakeholders
6. Effective computer skills and understanding of current office IT software and processes, with ability to master specialist image, information and collection management systems, and art museum databases

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may be required
- There will be a requirement to work after hours and weekends for functions, openings and events
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE
Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.