



Position Description – Head of Curatorial

About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience our celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

About the Business Unit

Arts Centre Melbourne (ACM) Collections sits within the Performing Arts Pillar. ACM is working in partnership with the Victorian Government to celebrate our contemporary music story past, present and future and to increase access to the Australian Performing Arts Collection.

The business unit is leading the development and implementation of the Australian Music Vault (AMV) and increased access to the Australian Performing Arts Collection including integrating these initiatives across ACM.

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history.

The objectives of the Business Unit are:

- To be Australia's leading museum for the performing arts, and create a world class venue to showcase the Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our culturally diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

About the Position

Primary Purpose

The Head of Curatorial is responsible for the intellectual and creative leadership of our nationally recognised specialist curatorial team.

The role is accountable for the development of short and long-term curatorial operational plans with a focus on collection development, cross platform program development and increasing stakeholder support for the Australian Performing Arts Collection.

Reports to	Director, Australian Performing Arts Collection
Direct Reports	Senior Curator, Australian Music Vault Curator, Dance & Opera Curator, Theatre & Popular Entertainment Curator, Art & Design Collection Coordinator, Acquisitions
Key Relationships	Internal Performing Arts Pillar, Philanthropy, External Engagement, Marketing & Communications, Finance and Human Resources External Stakeholders relevant to the collecting areas of circus, dance, music, opera, theatre and art and design, donors and supporters, peak industry associations and partners, GLAM sector nationally and internationally, and research community
Position Type	Fulltime
Salary Classification	Band 5.1
Financial Delegation	As per current Financial Delegations policy

Key Criteria	
Qualifications	PhD or MA in a suitable subject, or relevant equivalent experience supported by significant scholarship in the field including exhibitions, publications and acquisitions. Advanced degree in arts or museum management would be an advantage.
Experience	<ul style="list-style-type: none"> • Demonstrated expertise in at least one major area of ACM's Collections preferably performing arts and / or art and design or a related subject or discipline such as social history • Applied knowledge of professional museum principles, practices and procedures including an appreciation of the role of visitor research • Strong professional track record of achievement in curatorial work and museum management including strategic planning, budgeting and project management, with demonstrable results • Personal credibility as a leader, and a team player with a proven track record of developing collaborative relationships with colleagues as well as effective leadership and mentoring of direct reports and curatorial teams • Ability to thrive in a fast-paced environment, and in an atmosphere of continual growth and rapid change including an interest in innovation and outside-the-box thinking • Exemplary written, verbal and listening communication skills and a demonstrable ability to communicate clearly and professionally • Demonstrated ability to cultivate and maintain positive relationships with stakeholders, museum and arts industry peers and experience with diverse communities • Experience in the development and delivery of cross platform curatorial narratives as part of museum redevelopment projects including the application of user-centric design principles to re-imagine collections will be a distinct advantage • Fluency with Microsoft packages and proprietary collection management and customer relationship systems such as including KE Emu and Tessitura
Other (ie legal or physical)	This position involves office-based workstation activities, including operating a computer and telephone, as well as light manual tasks associated with curatorial and activities, The position also involves some local and interstate travel.

Accountabilities

- Actively contribute to the success of the Performing Arts Pillar and Arts Centre Melbourne.
- Lead the development of strategies for the curatorial function with an emphasis on expanding research and interpretation to create a deep understanding of Australian performing arts history and art and design
- Develop and implement operational and resource plans for the Australian Performing Arts Collection in order to support delivery of the objectives of Arts Centre Melbourne's Corporate Plan and future aspirations
- Lead the development, implementation and monitoring of the Australian Performing Arts Collection's collection development strategy with a focus on a strategic and sustainable acquisition program to meet community expectations
- Champion fresh thinking and approaches to the performing arts and arts and design and seize opportunities to be creative, experimental and innovative
- In conjunction with the Director and Head of Collections Management, Preservation & Access, work with curators to propose and develop high quality and engaging cross-platform ideas and experiences from conception to delivery including publications and public programmes
- Serve as the overall content authority for cross platform content development ensuring the balance of scholarship and value for audiences
- Work closely and strategically with internal stakeholders such as External Engagement, Communications and Arts Learning on the curatorial team's contribution and on developing the national remit of Arts Centre Melbourne's curatorial experts
- Cultivate relationships with donors, supporters and the broader sector to support the Australian Performing Arts Collection's artistic program through gifts, purchases and fundraising efforts
- Maintain own areas of expertise, continually developing credibility and reputation with the field of curatorial responsibility
- Comply with Arts Centre Melbourne policies and procedures and relevant legislation and regulations

Decision Making

- The role is responsible for the intellectual and creative leadership of curatorial outcomes ensuring they meet organisational objectives and operates with autonomy to develop new approaches and continuously improve the function within the context of best practice
- The role recommends and develops strategies for the curatorial function in association with the Director and has autonomy and accountability for the successful delivery of all operational plans.