



POSITION DESCRIPTION

The Ian Potter Museum of Art
Chancellery Engagement

Grimwade Collection Curator

POSITION NO	0039083
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term position for two (2) years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jacqueline Doughty Tel +61 3 8344 0110 Jacqueline.Doughty@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Sir Russell and Lady Grimwade Bequest is an extensive collection of cultural material from the estate of Sir Russell and Lady Mab Grimwade. It comprises works of art, photographs, decorative arts, furniture, almost two thousand rare books, historical documents and other memorabilia. The Grimwade Collection provides a perspective on the visual history of Australia from the time of European discovery to the 1950s, with dominant themes reflecting Russell Grimwade's desire to document the exploration, settlement and development of Australia as a nation, and the growth of Melbourne as a city.

The Grimwade Collection Curator is responsible for conducting research on the existing collection, 19th century Australia and notably, the Grimwades' role in shaping the diverse, culturally aspiring and wealthy city of Melbourne and the state of Victoria in the early 1900s, through to development of a modern Australia in the 1950s. This research will lead to a major publication and exhibition outcomes.

This position is funded through the Russell and Mab Grimwade 'Miegunyah' Fund.

1. Key Responsibilities

- ▶ Under the direction of the Curatorial Manager assist in researching and accurately document the life and influence of Sir Russell and Lady Grimwade, 19th century Australia and the Grimwade Collection, with a focus on identifying key areas of the Collection that reflect the growth and development of Melbourne and Victoria from 1900 to 1950s;
- ▶ Develop a proposal and coordinate the delivery of a major publication on the Grimwade Collection based on in-depth research;
- ▶ Present research findings in public talks and lectures;
- ▶ Develop a series of exhibition proposals for future development based on the Grimwade Collection that showcases its strength and diversity;
- ▶ Work closely with the Communications & Marketing Officer to effectively promote the Collection;
- ▶ Work closely with Academic Programs team to encourage student engagement with the collection through the Grimwade Internship program and broader connections with the University curriculum;
- ▶ Contribute to a desiderata for the Grimwade Collection to ensure its strategic development;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

1.1 ORGANISATIONAL CULTURE – THE UNIVERSITY OF MELBOURNE ART MUSEUMS

- ▶ Actively contribute to the establishment of an organisational culture focused on excellence in the way we work as a team; collaborate with each other; and the provision of an exceptional customer and visitor experience;
- ▶ Support the implementation of The University of Melbourne Art Museums Business Strategy and Operational Plan;
- ▶ Make an active and positive contribution to University of Melbourne staff and students and the general Arts community.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualification in a relevant discipline such as art history or museum studies, or an equivalent combination of relevant experience and/or education/training;
- ▶ Excellent knowledge of 19th century Australian art and social history;
- ▶ Sound experience working in a gallery or museum, with demonstrated experience and results in a similar role;
- ▶ Excellent research, written and oral communication skills; ability to accurately document your research in order to build upon collection- and object-based knowledge;
- ▶ Excellent verbal communication skills with the ability to present lectures, public programs and exhibition floor talks; an ability to represent the Museum in public forums, including media;
- ▶ Excellent time management skills; proven ability to forward plan, prioritise workloads and meet strict deadlines as well as effectively report on outcomes;
- ▶ Ability to work within a team structure that is outcome focussed;
- ▶ Proven experience in the safe handling of works of art.

2.2 DESIRABLE

- ▶ A post graduate degree;
- ▶ Strong publication record with a focus on art history;
- ▶ Understanding of interpretative needs and installation requirements within a gallery/museum context;
- ▶ A current drivers' licence.

3. Special Requirements

- ▶ In addition to a regular shift roster, a preparedness to work outside normal business hours where required, for example, after-hours functions, meetings and public events.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Grimwade Collection Curator works under the general direction of the Curatorial Manager and as part of the Curatorial Team. The Grimwade Collection Curator meets regularly with the Curatorial Manager to discuss and confirm progress, timelines and work plans, and works independently within parameters agreed with the Curatorial Manager.

The Grimwade Collection Curator will also work closely with the Potter's Academic Programs and Collections teams, and will provide research updates to the Collections unit to be included with object records.

The Grimwade Collection Curator is expected to be proactive and demonstrate initiative in working with Museum and University staff.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Grimwade Collection Curator is responsible for prioritising and managing their own workload. It is expected that the incumbent will assess problems and be able to judge if further assistance is required from the Curatorial Manager or other staff within the Potter. The incumbent advises Museum staff and solves problems based on a sound knowledge of art practice and theory.

An ability to prioritise work in order to meet deadlines is essential.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires a sound knowledge of 19th century Australian art and social history, with an emphasis on Victoria and Melbourne.

The position requires knowledge of University administrative procedures and policies.

The Grimwade Collection Curator must be familiar with museum professional codes of practice and ethics as per the International Council of Museums (ICOM) and Museums Australia (MA).

The Grimwade Collection Curator must be aware of University policies that impact on museum practice, e.g. copyright, Health & Safety etc.

4.4 RESOURCE MANAGEMENT

The Grimwade Collection Curator reports to the Curatorial Manager and prepares necessary documentation prior to the Curator authorising expenses or invoices.

The Grimwade Collection Curator reports to the Curatorial Manager on issues relating to the daily operation of office procedures, materials and equipment.

4.5 BREADTH OF THE POSITION

The Grimwade Collection Curator regularly liaises with other staff at the Potter, working closely with the Collections team, Academic Programs unit and Marketing and Public Programs. The incumbent works closely with the Curatorial team to assist, where necessary, in the development of the future exhibition program and associated activities, and is responsible for undertaking the work towards a major publication as the outcome of the contract. The incumbent is responsible for the development of appropriate publicity material relating to the findings of his/her research, working closely with the Communications & Marketing Officer and updating the Museum's website accordingly.

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 ORGANISATION UNIT

In 2017 the University of Melbourne will launch The University of Melbourne Art Museums, a new identity that brings together the University's two premier art museums: the Ian Potter Museum of Art (founded in 1972) and Buxton Contemporary (launched in late 2017). Under the leadership of the Director of The University of Melbourne Art Museums, the two museums will share staff and resources but will operate with unique identities and deliver their own programs; collectively contributing to the University's Engagement at Melbourne 2015-2020 strategy.

Buxton Contemporary

The Michael Buxton Collection was established in 1995 by its namesake, Michael Buxton, and since its inception has been conceived as a museum quality collection of contemporary Australian art. Developed around the principle of representing the careers

of key artists in depth, the donation of this significant collection to the University of Melbourne will transform the University Art Collection. The Collection's representation of the last three decades of Australian art, across media, in many cases rivals, if not exceeds, the holdings of a number of major public institutions. The contemporary nature of the Michael Buxton Collection will also enable it to play a vital role in teaching and learning within the University, while signaling the institution's clear and active engagement with 21st century issues and concerns to a broad general audience.

The Collection will be housed and showcased, through exhibition and associated programs, in a new museum facility – Buxton Contemporary, designed by celebrated architects Fender Katsalidis. The Museum's key location on the corner of Southbank Boulevard and Dodds Street, on the Southbank Campus of VCA & MCM, places the Museum and its activities in a vibrant cultural precinct that includes NGV International, the Australian Centre for Contemporary Art (ACCA), MTC and the Melbourne Recital Centre. This facility will also make an important contribution to the revitalisation of the VCA campus and the City of Melbourne's transformation of Southbank Boulevard.

The Ian Potter Museum of Art

The Ian Potter Museum of Art was founded in 1972 and is the University of Melbourne's art museum. Housed in an award-winning building opened in 1998, the Potter has staged over 500 exhibitions during the course of its 44-year history, supporting countless artists, curators, writers and academics and making a significant contribution to the cultural and social wealth of the University community – especially students, the City of Melbourne and the State of Victoria.

The Potter manages the University Art Collection, which ranges from antiquity to contemporary art, including international and Australian Indigenous material culture and work by major Australian artists of the nineteenth and twentieth centuries. Extraordinary in its breadth and idiosyncratic in its depth, the Collection – now numbering some 15,000 objects, is uniquely tied to the University's endeavours via personal and practical connections, whether through a bequest, portrait commission, artist-in-residence program, teaching activities or field research. In recent years the development of the Collection has extended beyond this important foundation to reflect the broader community and the role of the University as a place of learning central to the cultural life of Melbourne.

7.2 BUDGET DIVISION

<http://engage.unimelb.edu.au/cultural-engagement>

The University of Melbourne Art Museums, comprising The Ian Potter Museum of Art and Buxton Contemporary is a Department of the University of Melbourne which is managed as a business operation reporting to the office of the Deputy Vice Chancellor (Engagement). Buxton Contemporary operates under the umbrella of and within the governance framework of The University of Melbourne Art Museums.

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>