



POSITION DESCRIPTION

Chancellery Engagement

Buxton Contemporary Curator

POSITION NO	0042115
CLASSIFICATION	PCS 6
SALARY	\$77,207 - \$83,573 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time fixed term position available for three years Fixed term contract type: New organisational area
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
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	Sarah Epskamp Tel +61 3 8344 8023 Email see@unimelb.edu.au <i>Please do not send your application to this contact</i>

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about.unimelb.edu.au/careers
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Position Summary

With a focus on supporting artists, Buxton Contemporary will showcase the forefront of Australian and international contemporary art practice. Using the Michael Buxton Collection as a springboard, the Buxton Contemporary Curator will be required to push the boundaries of exhibition making. This approach will require risk taking, innovation and the ability to work intimately with artists. Programming should captivate, provoke and educate audiences on trends in contemporary art and connect current Australian contemporary practice to international developments.

In December 2014, in one of the most significant acts of arts philanthropy to an Australian university, property developer and passionate art collector, Michael Buxton, donated his private contemporary Australian art collection to the University of Melbourne. The Michael Buxton Collection features more than 300 works by 53 of the country's most significant Australian contemporary artists, including Howard Arkley, Emily Floyd, Bill Henson, Tracey Moffatt and Ricky Swallow. The Collection will be housed and showcased in a new purpose-built museum – Buxton Contemporary, on the University's Southbank Campus; home of the Faculty of Victorian College of the Arts & Melbourne Conservatorium of Music (VCA&MCM), and is expected to open in late 2017. The museum will operate under the umbrella of the University's Ian Potter Museum of Art, with reference to the Potter's Director; the curator will be accountable to the Buxton Contemporary Committee.

The Buxton Contemporary Curator, together with the Curatorial Manager of the Ian Potter Museum of Art and in consultation with the Buxton Contemporary Committee, is responsible for the visionary development and implementation of a range of innovative collection-based and temporary exhibitions and associated activities, including publishing and the delivery of public programs at Buxton Contemporary. The Buxton Contemporary Curator contributes to the high quality and sound development of the Michael Buxton Collection (a named collection within the University of Melbourne Art Collection) and works closely with the Curatorial Manager, Director, Collections Management, Development, Public and Academic Programs and Marketing staff of the Ian Potter Museum of Art to ensure the museum's successful delivery of multidisciplinary programs that connect with the University's undergraduate and graduate curricula, and that appeal to the wider community.

The position requires a flexible approach to work practices including off site meetings, after hours and occasional weekend activities, and the capacity to move comfortably across formal administrative and informal social environments.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A tertiary degree in a relevant discipline (such as art history, visual arts or museum studies) or an equivalent combination of relevant experience and education/training; a tertiary qualification in Art History, Art Curatorship or related discipline at a post graduate level; or broad curatorial experience and expertise; or an equivalent combination of relevant experience and/or education/training. Curatorial experience must be demonstrated in areas of exhibition research and development, programming, and publishing, as well as acquisitions and collection-related activities. An excellent knowledge of art history with particular emphasis on Australian art must also be exemplified;
- ▶ A minimum of five years working in a gallery, museum, or related arts environment;
- ▶ A high level of creativity and ability to contribute to Buxton Contemporary's ambitions in terms of its exhibitions, collections, and audience development;
- ▶ Demonstration of a strong history of the development and successful delivery of a range of audience focused art exhibitions;

- ▶ Excellent research, writing, and editing/proofing skills with a demonstrated publishing track record;
- ▶ 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;
- ▶ Exemplary interpersonal and highly developed negotiation skills in relation to liaising with a wide range of internal and external stakeholders and contacts;
- ▶ Excellent organisational and project management skills with the ability to manage and direct multiple projects simultaneously;
- ▶ Proven ability to forward plan, prioritise workloads and meet strict deadlines as well as effectively report on outcomes;
- ▶ Demonstrated ability to maintain current knowledge of Australian art and contemporary practice by visiting exhibitions, establishing and maintaining professional contacts with independent contractors, the arts community, dealers and colleagues within Australia and internationally; represent Buxton Contemporary in a variety of public contexts to actively promote the Museum's activities;
- ▶ Excellent computer skills including the use of word processing, email and web browser applications;
- ▶ Demonstrated ability to write and apply for philanthropic grant support;
- ▶ Ability to work within a team structure that is outcome focused;
- ▶ Proven experience in the safe handling of works of art.

1.2 DESIRABLE

- ▶ A strong understanding of the role of museums and cultural facilities in the achievement of goals in education, research, student life, marketing, development and the growth of diverse audiences;
- ▶ Demonstrated ability to research and prepare original publications, working within strict timeframes and with a multitude of stakeholders;
- ▶ Experience in dealing with media and promoting activities across a variety of platforms;
- ▶ Sound knowledge of professional, policy and ethical standards within the museum sector;
- ▶ Well-developed computer literacy skills.
- ▶ Experience working within the Higher Education sector and/or large complex organisation.

2. Special Requirements

Preparedness to travel and work outside normal business hours where required, such as attending after-hours functions, meetings and donor and public events, as well as assisting with the installation of exhibitions etc.

2.1 ORGANISATIONAL CULTURE – UNIVERSITY 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 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.

3. Key Responsibilities

- ▶ Propose, research and curate, from concept development stage to presentation, exhibitions for presentation at Buxton Contemporary;
- ▶ Conduct research and write materials for exhibition catalogues, signage and interpretation, the Buxton Contemporary website and for the purposes of publicity and promotion;
- ▶ Work closely with the Museum's Academic Programs unit and Events & Public Programs Coordinator to develop and ensure effective delivery of associated programs for exhibitions; deliver lectures, floor talks or public programs as required, with a particular focus on building connections and engagement with the Victorian College of the Arts;
- ▶ Support and contribute to the promotional and marketing opportunities for the Museum and Collection;
- ▶ Research the Michael Buxton Collection and propose new acquisitions;
- ▶ Identify funding opportunities and write grant applications for curatorial specific projects;
- ▶ Visit relevant exhibitions and establish and maintain a network of contacts within the art community in order to keep abreast of current research and facilitate the mutual exchange of information;
- ▶ Work closely with Collections Management team and Museum Preparators to ensure effective and timely delivery of projects;
- ▶ Oversee the administrative records, archives and library materials associated with the exhibition program and curatorial activities of Buxton Contemporary and ensure these are maintained to enable efficient and accurate retrieval, including the archiving of publications and exhibition documentation;
- ▶ In conjunction with the Curatorial Manager identify tasks, devise work programs, supervise staff and evaluate results of volunteer and intern programs;
- ▶ Contribute to the development of strategic and operational planning for the Curatorial unit and for the Museum;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

3.1 LIAISON

- ▶ Liaison with relevant Ian Potter Museum of Art staff in order to identify needs and establish co-ordination between the two museums;
- ▶ Liaison with members of the Buxton Contemporary Committee, where appropriate.

3.2 REPORTING

- ▶ Prepare reports for the Buxton Contemporary Committee as required.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Buxton Contemporary Curator works under the direction of the Buxton Contemporary Committee, with the assistance of the Curatorial Manager in the effective delivery of the exhibition program and associated activities at Buxton Contemporary. The incumbent will work independently in the majority of the key responsibilities, referring overly complex issues to the Curatorial Manager. There is a requirement to contribute to the planning and co-ordination of the Buxton Contemporary exhibition schedule and associated events.

The Buxton Contemporary Curator is expected to be proactive and demonstrate initiative in working with Potter and University staff, with a particular focus on building links with the Victorian College of the Arts.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Buxton Contemporary Curator is responsible for prioritising and managing their own workload. They are expected to show initiative in solving problems within their own work function and to take responsibility for outcomes. The Buxton Contemporary Curator is responsible for planning and implementing the activities as outlined in the position and for reporting on these within the remit of the position as required.

The incumbent will be required to exercise a degree of independence in the management of workload and the prioritisation of tasks.

4.3 PROFESSIONAL AND ORGANIZATIONAL KNOWLEDGE

The Buxton Contemporary Curator requires strong knowledge of the visual arts, especially contemporary art and curatorial practice, with a particular emphasis on Australian art. The Buxton Contemporary Curator requires a high level of research, written and oral skills and excellent time management and planning capabilities. The position requires knowledge of administrative procedures and policies, in particular those that impact on museum practice, e.g. copyright, Health & Safety. The Buxton Contemporary Curator must be familiar with museum professional codes of practice and ethics as per the International Council of Museums and Museums Australia.

4.4 RESOURCE MANAGEMENT

The Buxton Contemporary Curator contributes to the exhibitions and wider programs of Buxton Contemporary and works as part of the Curatorial team of the Ian Potter Museum of Art. Under the direction of the Curatorial Manager, the Buxton Contemporary Curator is responsible for reporting on the delivery of these activities to the Curatorial Manager and Director, and where necessary, the Buxton Contemporary Committee. The Buxton Contemporary Curator is required to report to the Curatorial Manager and prepare necessary documentation prior to the authorisation of expenses or invoices after they have been approved as part of the annual budget process by the Buxton Contemporary Committee.

4.5 BREADTH OF THE POSITION

The incumbent liaises directly with other staff at the Potter (who work across the Ian Potter Museum of Art and Buxton Contemporary), and throughout the University. The incumbent is also expected to interact with external organisations and individuals such as

artists, private lenders, public institutions, commercial galleries and specialised service providers.

5. Other Information

5.1 ORGANISATION UNIT

In 2017 the University of Melbourne will launch Melbourne University 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 Ian Potter Museum of Art, 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.

5.2 BUDGET DIVISION

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

The Ian Potter Museum of Art 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 Ian Potter Museum of Art.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.4 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.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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/unisec/governance.html>.

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.