



## POSITION DESCRIPTION

Victorian College of the Arts  
Faculty of VCA and MCM

### Lecturer in Art (Gallery Director)

POSITION NO	0040923
CLASSIFICATION	Lecturer, Level B
SALARY	\$98,775 – \$117,290 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jon Cattapan Tel +61 3 9035 9142  Email : <a href="mailto:jcat@unimelb.edu.au">jcat@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

This position will make contributions to the coordination and teaching effort of the institution and to carry out activities to maintain and develop scholarly, research and/or professional activities relative to the profession or discipline.

This is a continuing appointment where the appointee will be offered the position of Gallery Director for a period of three years in the first instance and will work with the Director VCA and Margaret Lawrence Gallery Steering group to develop and manage the Margaret Lawrence Gallery.

This includes responsibility for realising the exhibition and associated programs, including the Historic and Ceramics Collections, and using the program to enable associated teaching into the VCA Art and academic collaboration with School of Culture and Communication. The Gallery Director is responsible for the financial, administrative and organisational running of the gallery as well as its external representation. The Gallery Director is also responsible for positioning the Margaret Lawrence Gallery as a site for creative research.

The appointee will be an active and well-respected artist and experienced academic with expertise in teaching, scholarship and research and the ability to work within a team. This position will contribute significantly to teaching and supervisory excellence.

This position will maintain and develop scholarly, research and/or professional activities relative to the profession or discipline, including attracting and supervising to completion honors, graduate and research higher degree students as required including MFA and PhD

This position will report to the Director, VCA.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A Doctoral qualification in fine arts and/or arts administration or professional practice of equivalent duration and/or standing
- ▶ Teaching experience within Fine Arts and/or Curatorial programs and/or Museum Education Programs.
- ▶ Proven experience at management level in the small to medium arts sector, including development and maintenance of appropriate industry networks.
- ▶ Proven expertise in developing and managing exhibitions and programs successfully, including demonstrated skills in organisational planning, business acumen, budgeting, financial management and engagement initiatives
- ▶ Demonstrated experience in conceptualising and developing income generating opportunities, associated business plans and operational strategies and processes
- ▶ Demonstrated ability to establish effective working relationships at all levels within the Faculty and at the University.
- ▶ Initiative and the demonstrated ability to work independently, including strong organisational and time management skills and the ability to meet deadlines.
- ▶ Excellent oral and written communication skills appropriate to a range of environments, levels and circumstances.
- ▶ Ability to teach at undergraduate and postgraduate level tertiary level
- ▶ Ability to supervise Graduate Research candidates.
- ▶ Sound and broad based knowledge of computer systems and their applications, including excellent computer skills in Word, Excel, InDesign, Photoshop and Illustrator.

- ▶ Flexibility and adaptability in a demanding work environment.

## ***2. Special Requirements***

- ▶ Attendance at various activities and events conducted outside normal office hours is an inherent requirement of this position and the incumbent is required to possess flexibility with their working hours around this key responsibility.

## ***3. Key Responsibilities***

### **3.1 TEACHING AND LEARNING**

- ▶ Develop the Gallery as a teaching resource and training platform for staff and students of VCA Art and the University as appropriate.
- ▶ The ongoing development, design and maintenance of professionally relevant, high quality curricula, course and subject material including Breadth, in consultation with appropriate staff and colleague
- ▶ Undertaking a range of coordination and associated administrative tasks, effective coordination management and support of casual staff members with contribution to efficient management of budget, timetabling, and enrolments for the program. Effectively sourcing, managing and supervising quality sessional staff and guest speakers for delivery of teaching and/or assessment connected with the subjects in which the academic teaches.
- ▶ This role may be required to undertake Subject Coordination responsibilities which include setting the example in disciplinary practice, adopting scholarly teaching practices, contributing to the development and continual refinement of subjects, maintaining subject quality and disciplinary integrity, attending to the educational interests of the students, and building collaborative network
- ▶ Ongoing and appropriate consultation with students regarding teaching and assessment.
- ▶ Prepare and deliver lectures, seminars, tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions as appropriate
- ▶ Developing learning materials, including online delivery and innovative teaching methodologies
- ▶ Analysing the learning needs of students and identifying appropriate approaches to teaching
- ▶ Developing ways to improve practice by obtaining and analysing feedback
- ▶ Developing formative and summative assessments appropriately linked to learning goals
- ▶ Embedding reflective practice within all aspects of teaching

### **3.2 RESEARCH**

- ▶ Develop the Gallery an appropriate Research and Research Training interface including the supervision of PhD students.
- ▶ Maintain research active status as defined by the Faculty's "Research Active Definition" document including;

- Scholarly research outputs as appropriate for discipline
- Applying for scholarly competitive research grants
- National and international conference presentations
- ▶ Contribute to the artistic research programs of the VCA and be actively involved in professional activity
- ▶ Attract and supervise to completion honors, graduate and research higher degree students as required including MFA and PhD
- ▶ Seek and maximise opportunities for multidisciplinary collaboration within the University and between VCA & MCM disciplines and programs and cooperation across and within disciplines.

### 3.3 ENGAGEMENT

- ▶ Participate and contribute in the professional arts sector
- ▶ Active participation in some outreach activities related to teaching and learning
- ▶ Effective liaison with external networks to foster collaborative partnerships.
- ▶ Involvement in professional activity, including membership of bodies and/or professional societies.
- ▶ Communication of professional skills, knowledge and expertise to the wider community.

### 3.4 LEADERSHIP AND SERVICE

- ▶ Meetings and committee work within the Faculty and the wider university community, as appropriate;
- ▶ Active participation in the communication and dissemination of teaching practice area and discipline and/or research.
- ▶ Engagement in subject and professional pedagogy research as required to support relevant activities.
- ▶ Active participation in VCA and/or faculty meetings and/or membership of a number of committees.
- ▶ Participate in program planning and delivery within budget and in alignment with the Faculty Vision, Purpose and Strategic Business Plans.
- ▶ Other duties consistent with this Position Description, level of appointment and in consultation with the Director, VCA
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 below.

### 3.5 GALLERY MANAGEMENT

Appointment as Gallery Director will normally be made for three years, reverting to the substantive position at the end of this period unless appointed for a further term.

- ▶ Develop and continue to revise strategic plans for the Gallery in consultation with the Director, Head of Art and The Margaret Lawrence Steering group.
- ▶ Build partnerships and develop new relationships with appropriate supporters and stakeholders

- ▶ Develop income generating strategies, including teaching strategies (Breadth and Short Courses) to support the Gallery infrastructure and programs, including preparation of grant applications and sponsorship proposals.
- ▶ Develop and nurture relationships with cross-sectoral networks to effectively position and promote the Gallery's activities, particularly over the Celebration period
- ▶ Represent the Gallery externally, including participation on external boards and panels as appropriate.
- ▶ Develop and manage exhibition and events programs which appropriately reflect the activities of VCA Art
- ▶ Produce relevant publications to support the programs where possible.
- ▶ Develop and ensure maintenance of appropriate protocols for managing effective external relationships, including with artists, staff and other stakeholders
- ▶ Develop strategies to ensure appropriate promotion of Gallery activities both internally and externally.
- ▶ Foster a mutually beneficial relationship between the Gallery, the Faculty of VCA and MCM, the University of Melbourne, the contemporary art sector of Melbourne, Victoria and Australia through ensuring the delivery of the Gallery's exhibitions, events and publications.
- ▶ Supervise the management and maintenance of the VCA, Historic and Margaret Lawrence Australian Ceramics Collections

#### ***4. 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.

#### ***5. 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/people/community/responsibilities-of-personnel>

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

## **6. Other Information**

### **6.1 VICTORIAN COLLEGE OF THE ARTS**

Further information about the Victorian College of the Arts can be found at

<http://vca.unimelb.edu.au/>

### **6.2 FACULTY OF VCA AND MCM**

Further information regarding the Faculty can be found at <http://vca-mcm.unimelb.edu.au/>

### **6.3 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>.

### **6.4 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/index.html#home>

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.

## 6.5 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/unisec/governance.html>.