

Position Description – Assistant Curator

Role			
Position	Assistant Curator	Reports To	Senior staff: Managers & Director
Team	Programme Team	Remuneration	on request
Employment Status	One year Fixed-term contract, 35 hours a week		

Role Purpose

The Assistant Curator provides support to prepare and deliver Artspace NZ's programme of exhibitions, public programmes, talks and events, screenings and publications. In this role you will receive the scope to lead your own professional development.

Key Responsibility Areas
<p>Te Tiriti o Waitangi / Treaty of Waitangi</p> <p>Artspace NZ acknowledges Te Tiriti o Waitangi / The Treaty of Waitangi as Aotearoa New Zealand's founding document. Artspace NZ prioritizes the analysis, development and maintenance of practices which nurture the evolving relationship of dual constitutional heritage of Te Tiriti.</p> <p>Within our strategic development for the 2015-2018 period, Artspace NZ began incorporating mātauranga Māori more visibly and effectively into organisational leadership. For 2019 and beyond, this strategic focus will continue to explore how we might develop and apply:</p> <ol style="list-style-type: none">1) Pūrākau and whakapapa foundational practices2) Tikanga and principles based practices3) Respectful, reciprocal relationships with Mana Whenua, Mataawaka and Tauwiwi in Tāmaki Makaurau, Auckland.
<p>Programme</p> <p>Assist the Director to develop and deliver the programme Assist with the installation and maintenance of exhibitions Support participating artists and curators Assist in the writing of exhibition texts Prepare artist contracts</p>
<p>Public Programmes</p> <p>Assist the Director to develop and implement Artspace NZ's public programme Conduct floor talks and gallery tours when required</p>
<p>Professional</p> <p>Gain a broad knowledge of local and international contemporary art practice Build a network of professional contacts Assist the Director in hosting visiting artists, curators and other arts professionals when required</p>

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<p>Administration</p> <p>Assist with the maintenance of the mailing list and web content Assist staff with general office administration as required</p>	
<p>Personnel</p> <p>Generate and manage the gallery invigilators Liaise and improve contacts with current and past gallery invigilators</p>	
<p>Relationships</p>	
<p>Internal</p>	<ul style="list-style-type: none"> - Fellow employees - Contractors / technicians
<p>External</p>	<ul style="list-style-type: none"> - Exhibiting artists and the wider community of artists - Curators, critics, gallerists - Visitors to the gallery - Media - Patrons - Funders/Benefactors
<p>Manages</p>	<ul style="list-style-type: none"> - Gallery invigilators
<p>Skills & Competencies</p>	
<p>Technical</p>	<ul style="list-style-type: none"> - Writing and editing skills - A critical perspective on contemporary art - Project and time management skills - Basic gallery maintenance and installation - Strong research skills and high attention to detail
<p>Behavioural</p>	<ul style="list-style-type: none"> - Responsible - Able to work independently when required - Excellent communication with artists, curators, academics and other (art) professionals - Able to work effectively within a team and under pressure
<p>Experience</p>	
<p>Essential</p>	<ul style="list-style-type: none"> - An understanding of and active attitude towards Te Reo and Te Ao Māori, kaupapa and tikanga Māori - Experience with working with artists - Basic technical and practical skills

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	<ul style="list-style-type: none">- Art handling- Extensive knowledge of contemporary art practices as well as its social context- An active interest in the understanding of cultural, mental and social health and its context in an organisation
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