



10 January 2024

Applications are sought for the position of Assistant Curator

The Organisation

Based in Darwin on Larrakia Country, the Northern Centre for Contemporary Art (NCCA) is an independent arts organisation that connects audiences with NT, national and international artists through contemporary art exhibitions and programs. NCCA is a forum for ideas and critical engagement with social, aesthetic and conceptual concerns relevant to Northern Australia and Asia.

OUR VALUES

Exchange – Connect and engage artists and audiences across the Northern Territory, Australia and Asia

Experimentation – Be ambitious and provide a critical space for artists and curators to take risks.

Supportive – encourage artists and audiences to engage with challenging ideas to think about the world differently.

Diversity – to be diverse and inclusive in who we are and what we do.

Integrity - Conduct business with respect, honesty and transparency.

For more information, visit our website: <https://nccart.com.au>

The Position

The Assistant Curator role is made for a dynamic all-rounder, operating both independently and in a collaborative team environment. No two days will be same and the successful candidate will be working across all areas of the organisation. This role requires multitasking, excellent time management skills and the capacity to work efficiently in order to deliver high-quality shows within short time-frames. The successful applicant will support and contribute to the development and delivery of the Centre's exhibitions and associated projects, managing and supporting many administrative procedures including grant writing and correspondence with many of our key stakeholders. There is the potential to curate exhibitions depending on experience and programming requirements. The Assistant Curator will undertake relevant logistical tasks in relation to the exhibition management for the Centre and will report to and work under the guidance and support of the Director.

Reporting Structure

The Assistant Curator reports to the Director, who in turn reports to the Board through the Chair.

Contract, Conditions and Hours of Work

This is an ongoing position and subject to a six-month probation period. This role has the potential to become a full-time position in 2025, subject to funding. This is a 0.8FTE position, or 30 hours per week. During exhibitions, this will generally be Wednesday-Friday 9am-5pm and Saturdays 8am-2pm. In between exhibition install and de-install, the Saturday hours can be worked on Tuesdays.

The salary for this position is in the order of \$57,000 per annum pro-rata, inclusive of leave entitlements. Superannuation is 11% as per statutory requirements. Leave entitlements are pro-rata and include four weeks annual leave, and two weeks personal/sick leave.

The successful applicant must be an Australian citizen or permanent resident and should obtain a current NT Working with Children Check. The NCCA is an Equal Opportunity Employer and values diversity in the workplace. Aboriginal and Torres Strait Islander people and those who identify as culturally and linguistically diverse, are encouraged to apply.

Key Selection Criteria

1. Relevant tertiary qualifications in visual arts (fine arts, art history, curatorial studies, arts administration etc.) and/or knowledge of art gallery practices through work experience.
2. Understanding of curatorial practice and exhibition development, preferably in the areas of contemporary Australian Aboriginal, Australian and International art with demonstrable research and development of exhibition content, checklists and cataloguing skills.
3. Excellent written and oral communication skills, including demonstrated research skills with attention to detail.
4. Proven high level organisational skills and the capacity to prioritise and manage multiple tasks simultaneously with the capacity to work within short time-frames.
5. Proven administration experience with excellent computer skills including the capacity to utilise digital platforms such as Adobe Suite (preferrable) and create word documents, spreadsheets, and databases. Demonstrated high level record management skills that maintain the accuracy and integrity of administrative outputs.
6. Demonstrated understanding of exhibition installation procedures including Workplace Health and Safety principles.
7. A team player with well-developed interpersonal skills and the proven ability to work cooperatively with others including volunteers and casual staff and an ability to interact effectively with people of different cultures.

To submit your application

Please include a cover letter (max 1 page), responses to the selection criteria (max 2 pages), your current CV and three contactable professional referees. Applications are to be submitted via email to the Director, Petrit Abazi, petrit@nccart.com.au by midnight, Sunday 4 February 2024. Please contact Petrit if you have any questions relating to the role.

ASSISTANT CURATOR **JOB DESCRIPTION**

Curatorial & Exhibitions

- Under the guidance of the Director, assist, administer, research, develop and deliver NCCA's exhibition program, including external and in-house, as well as guest-curator projects.
- Curate NCCA's annual end-of-year 'Members' Show' including undertaking administration, sourcing works and seeking members' participation in order to continually improve and develop the exhibition. There is the potential to curate other exhibitions depending on experience and programming requirements.
- Under the guidance of the Director implement meaningful education and public programs including workshops, openings and other events that deliver audience engagement objectives.
- Participate in, and contribute to the installation (including the preparation of exhibition spaces, and installation of labels), maintenance/monitoring and deinstallation of exhibitions in consultation with the Director and in liaison with the installation crew. Ensure that all conditions of loan and touring exhibition agreements are met.
- Contribute to the receipt, documentation, unpacking and condition reporting of works for exhibition; ensure that exhibition spaces are tidy at all times and that works are appropriately presented respecting artists' intentions and adhering to OH&S requirements.
- Manage and work with interns and volunteers on special projects.
- Complete administrative and practical tasks in support of the delivery of the exhibition program including coordination of the signage schedule, liaising with external designers and various contractors.
- As required, research, prepare and write exhibition labels and interpretive texts; source images for reproduction and secure copyright clearances; liaise with artists, photographers and other relevant parties, meeting all deadlines.
- Archive administrative materials including invoices accordingly.
- Maintain day-to-day upkeep of gallery, exhibitions and gallery services areas.

Administration

- Undertake administrative support for the exhibition program.
- Provide a professional interface with visitors, stakeholders and artists whether in person, on email or on the telephone.

- Maintain a register of NCCA members and assist the Director in developing the Membership base.
- Manage contracts with artists and guest curators in a timely manner.
- Contribute to the care, storage, maintenance and cataloguing of exhibition equipment and furniture including display plinths. Maintain an inventory of exhibition equipment and furniture including AV equipment.
- Provide administrative support to the Director as required, including assistance with writing grants and acquittals.

Communications

- Publicise all NCCA artistic and public programs. Promote NCCA's activities through mail, email and online, including the careful drafting and proofreading of text in line with NCCA's style guide.
- Provide and develop content pertaining to the NCCA's exhibitions and operations on social media platforms.
- Ensure information on the NCCA website is current and accurate including exhibition content and the calendar of events.

General

- Meet and greet visitors at the front desk during opening hours (Wednesday – Thursday, 10am-4pm and Saturdays 8am-2pm)
- Develop and maintain good working relationships within the arts sector.
- Proactively participate in other associated organisational initiatives and activities as required.
- Regularly brief the Director of developments, including prompt communication and careful management of changes or risks.
- Prepare and deliver run-sheets for speeches and ensure opening nights, art talks and lectures run smoothly.
- Assist with the identification of OHS risks, seek improvements and induct all artists into NCCA's OH&S policy and general operations before they start work on site.
- Maintain close communication with Director.
- Other duties as required by the Director.