

BUNDANON TRUST

POSITION DESCRIPTION

Position Title: Head of Curation and Learning
Reports To: Chief Executive Officer
Roles Reporting to this position: Curator Exhibitions, Curator Collections, Education Manager, Artists and Engagement Manager, (Curatorial/ Education Officers and Assistants reporting to the above management positions.)
Accountable for: Consultants, casuals, interns and volunteers.

ABOUT BUNDANON

Led by the Board and CEO Deborah Ely, Bundanon Trust is about to undergo a significant transformation, with the construction of a new gallery to exhibit its modern and contemporary art collection, educational facilities and associated accommodation, café and attendant visitor facilities. The Head of Curation and Learning, as part of the Trust's executive leadership team, will play a key role in the development of an expanded narrative for Bundanon as a significant contemporary arts and cultural centre in Australia. Further information here: <https://bundanon.com.au/riversdale-reimagined/>



Bundanon is a unique national and international arts and education organisation situated in regional Australia. Home to a valuable \$43M art collection, bequeathed by artist Arthur Boyd, the company hosts residential creative arts activities for school children and operates Australia's largest artist in residence program. Our unique public programs bring audiences together with leading artists, scientists and local voices. The Trust provides a platform for environmental research and is a wildlife sanctuary. Further information here: www.bundanon.com.au.

ABOUT THIS ROLE

The Head of Curation and Learning will contribute to the development of Bundanon Trust's new art gallery as a place of national and international significance. The position holder will not only be responsible for the shaping of exhibitions but also have oversight of the collection, archive and heritage environment, including the Arthur Boyd Studio and Homestead. This lead role will place artists at the centre of programming, linking contemporary practice to the landscape through commissions and continuing the development of our Artist in Residence program. Bundanon's innovative public programs, and our unique creative learning opportunities for residential and day students, will be key contributors to realising the Trust's expanded identity.

This new role will strategically lead the management of the Trust's curatorial and education team, including administrative oversight, liaison with staff across the organisation, research and collection management, preparation of works of art for exhibition (including touring), manage key stakeholders and undertake special projects as required.

The Head of Curation and Learning is also responsible for ensuring that Bundanon Trust's protocols are followed by all curatorial and education staff when dealing with artists or undertaking community liaison, in particular with regard to Indigenous communities as well as ensuring the Trust is complying with accepted national museums standards and accountable principles in the research and assessment of provenance and due diligence in relation to acquisitions, collection development and loan programs.

ADDITIONAL INFORMATION

This full-time position is based temporarily at Bundanon in Illaroo NSW while the company's new infrastructure is complete at Riversdale (late 2021), and the employee must be willing to adapt to a flexible working arrangement, in which weekend and evening work may be required, on site or elsewhere.

An attractive package of working conditions, salary and benefits will be negotiated with the successful candidate.

CLOSING DATE 20 APRIL 2020

OVERALL RESPONSIBILITIES

- Contribute to strategies which position Bundanon Trust as a major cultural and tourism destination on the NSW South Coast and consolidate its profile regionally, nationally and internationally.
- Initiate, develop and realise the presentation of collection and non-collection-based exhibitions, oversee and develop the collection and create innovative public programs.
- Manage the Artist in Residence program.
- Work with relevant staff and stakeholders to deliver the Trust's Indigenous engagement commitments.

- Oversee the Trust's learning environment for students.
- Represent the Trust to external stakeholders through participation in professional forums, nationally and internationally
- Work closely with the Board, CEO and Development staff to identify opportunities for strengthening relationships with benefactors and sponsors.
- Oversee staff, participate in the management team and devise reports for the Board.

KEY CHALLENGES

- Utilising the company's current period of partial closure, and in anticipation of unprecedented growth, develop strategies which will transform perceptions of Bundanon's role in the Australian cultural landscape.

SELECTION CRITERIA

Essential

- Extensive job-related experience in a senior curatorial role.
- Tertiary qualifications in art history, humanities, arts administration and/or a related field.
- Experience in curating, publishing and presenting modern and contemporary art in museum and gallery contexts.
- Extensive knowledge and connectivity to Australian contemporary art practice and experience in commissioning artworks across disciplines.
- Excellent written and verbal communication skills and a track record of publishing.
- Knowledge and experience of working with the Australian education sector
- Leadership and management skills and experience in a complex environment
- Experience in managing a multi-disciplinary team
- Experience managing complex budgets and reporting against objectives.

Desirable

- Experience working in a State or Commonwealth Government environment.
- Experience in and commitment to working with Aboriginal and Torres Strait Islander people and programs

KEY RESPONSIBILITIES

- Initiate, develop and realise the presentation of collection and non-collection-based exhibitions, including touring, and work closely with relevant staff to amplify the exhibition program through innovative, related, public programs.
- Lead the assessment and recommendation of art for acquisition within accepted museums standards and monitor the availability and market of works of art within the designated area of collection responsibility.
- Lead the sound management of the Bundanon Trust collection including its documentation, cataloguing, research, interpretation and care.
- Manage the Artist in Residence program and maintain the Trust's commitment to supporting the development of new work, across all disciplines, exercising the highest level of integrity in all dealings with artists and arts companies, international agencies and foreign governments' for the benefit of artists.

- Oversee the Trust's learning environment for students at all stages of their career, continuing to develop innovative products that align with the needs of the education sector and which represent Bundanon's commitment to the creative arts.
- Work with the Chief Executive Officer and relevant staff and stakeholders to deliver the Trust's Indigenous engagement commitments, with a focus on representing the rich diversity of Aboriginal and Torres Strait Islander cultures and experiences.
- Oversee the response to inquiries from colleagues, artists, researchers and the general public regarding the Trust's collection, and manage Bundanon's relationship with external parties and stakeholders including artists, curators, art dealers, academics, and existing and potential donors. Represent the Trust through participation in professional forums, nationally and internationally
- Work closely with the Board and Development staff to identify opportunities for strengthening relationships with benefactors and sponsors, encouraging further support of the Bundanon Trust Art Collection through prospective gifting and other revenue based activity.
- Strategically manage the activities and resources of the Curatorial and Learning department, including human and budgetary, providing supervision and guidance to staff within the department through:
 - implementation of an effective staff performance, planning and review process, including the professional development and training of staff
 - effective and regular communication with staff
 - implementation of Equal Employment Opportunity, Anti-Discrimination and Workplace Health and Safety policies.
 - write reports and make presentations to the Board as required.
 - undertake any other duties assigned by the CEO which might reasonably be deemed to be within the status of the job and appropriate to the position.

The applicant will demonstrate:

- Demonstrate integrity and professionalism in delivering outcomes.
- A collaborative approach to working with colleagues and external stakeholders.
- A flexible attitude to responsibilities and working hours.
- Hold a current NSW Class C driver's license.
- Be required to obtain a criminal history check and Working With Children Clearance.

To apply, please send a statement against the selection criteria listed above and a full CV including the names of three referees (referees will only be contacted after clearance with the applicant) and a cover letter (optional) to:

Atul Joshi, Manager Corporate Resources

atul@bundanon.com.au

or via post to Bundanon Trust, PO Box 3343, North Nowra, NSW 2541, Australia by 9am 20 April (or be postmarked 20 April if sending by post).

Enquiries should be directed to:

Deborah Ely, CEO

Deborah.ely@bundanon.com.au or +61 (0)2 4422 2100