

# Position Description



<b>Position title</b>	Irene Fisher Assistant Curator (2-year fixed term)
<b>Department/School</b>	Gus Fisher Gallery
<b>Faculty/Division</b>	Office of the Vice-Chancellor
<b>Reports to (Title)</b>	Curator of Contemporary Art
<b>Functional Relationships with</b>	Staff Service Centre; Shared Transaction Centre; Gallery visitors, users and exhibitors; external vendors; external contractors; volunteers

## ABOUT Gus Fisher Gallery

Gus Fisher Gallery is a centre for contemporary art in Tāmaki Makaurau and a project space for artists. As the flagship art gallery for Waipapa Taumata Rau/The University of Auckland, Gus Fisher Gallery is nationally recognised for its ambitious and critically engaged programme that supports international and Aotearoa New Zealand artists through new commissions and bold exhibition making. Named after local fashion designer, manufacturer and philanthropist Gus Fisher, the gallery was originally founded to connect the University with the city. Gus Fisher Gallery's programme comprises in-house initiated exhibitions and a public programme of events for creative and diverse communities.

## OUR MISSION

Gus Fisher Gallery recognises its role as critic and conscience, striving through its work to contribute to the betterment of society. We will be recognised for our unique contribution to shaping the arts in Tāmaki Makaurau, Aotearoa New Zealand and the positive impact that our exhibitions and public programming has on local and global creative communities.

## MAIN PURPOSE OF POSITION

To provide dedicated curatorial, programming, and administrative support to the Curator of Contemporary Art and the Gus Fisher Gallery team in the development, planning and delivery of the gallery's exhibitions and programmes.

KEY ACCOUNTABILITIES	RESULTS/STANDARDS EXPECTED
<b>Strategy &amp; Planning</b>	<ul style="list-style-type: none"> <li>Contribute towards the positioning of Gus Fisher Gallery as the premier University art gallery in Aotearoa New Zealand and a leading centre for contemporary art.</li> <li>Support an innovative and high calibre programme of art exhibitions that reflect best practice in contemporary art curation.</li> <li>Work with the Curator of Contemporary Art to establish an exhibition schedule with an 18 – 24 month lead time.</li> <li>Support the team to develop national and international collaborations, enabling the gallery to raise its profile through partnerships, touring and shared programming.</li> <li>Work with the Curator of Contemporary Art and team to deepen relationships with University and wider tertiary communities.</li> </ul>
<b>Operational Activities</b>	<b>Exhibitions:</b> <ul style="list-style-type: none"> <li>Support the Curator of Contemporary Art in planning, organising, interpreting and presenting exhibitions and associated activities at Gus Fisher Gallery.</li> <li>Lead on the curatorial planning and delivery of one exhibition per calendar year.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide administrative support to the Curator and team towards the delivery of exhibitions including, but not limited to, loan requests, image copyright, contracts, artist liaison and financial processes.</li> <li>• Contribute towards the drafting of written gallery interpretation including wall panels, labels, leaflets and publication texts.</li> <li>• Undertake independent research pertinent to the gallery's strategic vision.</li> <li>• Support the wider Gus Fisher Gallery team during exhibition installations, and related events, i.e. giving exhibition tours.</li> <li>• Support outreach initiatives where appropriate, enabling the engagement of audiences and communities beyond the arts network.</li> </ul> <p><b>Stakeholder Management:</b></p> <ul style="list-style-type: none"> <li>• Contribute to the growth of the gallery's online presence by supporting content for social media posts, Mailchimps and press releases.</li> <li>• Grow the profile of the gallery through enhanced relationships with arts and associated press outlets.</li> <li>• Work with the Curator of Contemporary Art to generate publishing opportunities for the gallery.</li> <li>• Contribute towards gallery fundraising initiatives and support funders requirements in the form of applications and reporting.</li> <li>• Assist with the management of relationships with national and international artists, institutions and gallerists.</li> <li>• Assist with the enhancement of relationships with philanthropic partners and other community stakeholders.</li> </ul>
<b>Equity Development</b>	<ul style="list-style-type: none"> <li>• Support the University's commitment to Māori, and Te Tiriti o Waitangi.</li> <li>• Support the University's commitment to our place in Te Moana-nui-a-Kiwa.</li> <li>• Demonstrate Equity behaviours and values aligned to the University Leadership Capabilities framework in day-to-day interactions with the team, stakeholders and the University.</li> </ul>

<b>KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES</b>	
<b>Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A bachelor's degree in art history, curating, museum and cultural studies, visual arts or other relevant area.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• A postgraduate qualification in a relevant area.</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 3-5 years cumulative experience working in the contemporary visual arts sector.</li> <li>• A proven track record of contributing towards successful curation of visual arts exhibitions using contemporary curatorial practices.</li> <li>• Experience of working with and commissioning artists.</li> <li>• Experience of writing for a variety of purpose, including gallery interpretative texts, media releases and published materials.</li> <li>• Experience of developing relationships with external stakeholders.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience of touring exhibitions.</li> <li>• Experience of managing project budgets.</li> <li>• Experience of working in a heritage space.</li> <li>• Publishing experience.</li> </ul>

<b>Knowledge and skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of contemporary art practices in Aotearoa and abroad.</li> <li>• A working knowledge of Aotearoa New Zealand, Māori and Pacific art history and artistic practices.</li> <li>• An active engagement, passion for and knowledge of current curatorial and artistic practices nationally and internationally.</li> <li>• Strong interpersonal skills with proven abilities to foster good working relationships with a range of people and backgrounds.</li> <li>• Proven verbal communication skills with an ability to clearly articulate experiences of contemporary art to a variety of audiences.</li> <li>• Excellent written communication and proof-reading skills.</li> <li>• A working knowledge of loan requests and gallery administration.</li> <li>• Capable user of Microsoft suite of programmes.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Experience of artwork handling and display.</li> <li>• Knowledge of payment processes including invoice and purchase order procedures.</li> </ul>
<b>Leadership Capabilities</b>	<p><b>Essential</b> <i>Refer to the Leadership Framework Table One.</i></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Attention to detail and accuracy.</li> <li>• Problem solving skills.</li> <li>• Ability to self-organise and self-start.</li> <li>• Proven ability to work independently and as part of a team.</li> <li>• Ability to work at pace and manage deadlines.</li> <li>• Energy, creativity and resourcefulness.</li> </ul>
<p>The five leadership dimensions and associated capabilities (5D Leadership) reflect and encourage a culture of distributed leadership for all staff. The Leadership Framework is an important part of how we attract, select, develop and enable staff achievement.</p> <p>For the annual Professional Staff performance and development planning and review process (EVOLVE), you and your manager will choose the appropriate capabilities as outlined in the <u><a href="#">EVOLVE process</a></u>.</p>	

## DELEGATED AUTHORITY

### Human Resources

No formal responsibility for staff.

## HEALTH AND SAFETY

**All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.** Staff will:

- Ask for assistance if they are unsure what to do.
- Make themselves aware of and follow the contents of the University's Health and Safety Policy, standards and guidelines.
- Undertake all health and safety training and induction, as required.
- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee).
- Ensure that all appropriate personal protective equipment is worn or used as required.
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others.

## SUSTAINABILITY AND ENVIRONMENT

**Staff must accept responsibility for, and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the on-going improvement of our environmental performance, as identified in our policy and Strategic Plan 2013 – 2020.** This includes:

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions.
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same.
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones.

## **FINANCIAL RESPONSIBILITY**

### **Budget Expenditure**

- No authority to commit to expenditure.

### **Purchase Orders**

- Maximum authority to issue purchase order to the value of: \$5,000

### **Purchase Card (P-Card)**

- No authority to use a Purchase Card (P-Card).






### **Correspondence**

- No authority to sign external correspondence.

**TABLE ONE: 5D LEADERSHIP CAPABILITIES**

**These capabilities are for Professional Staff (except Senior Leaders) and**

**Academic Staff:** Lecturer, Research Fellow, Senior Research Fellow, Professional Teaching Fellow and Senior Tutor

Dimension	Capabilities
 <b>Exhibiting Personal Leadership</b> Rangatiratanga Role modelling leadership behaviours to engage others and support the University's values and aspirations.	<b>Personal Attributes:</b> Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships.
	<b>Interpersonal Effectiveness:</b> Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
 <b>Setting Direction</b> Mana Tohu Establishing and committing to plans and activities that will deliver the University's strategy.	<b>University Awareness:</b> Displays an understanding of the international and commercial context in which the University operates and how the University works to successfully achieve results.
	<b>Planning &amp; Organising:</b> Establishes courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to a successful work/project/research team.
	<b>Stakeholder Service:</b> Ensures that the service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.
 <b>Innovating and Engaging</b> Whakamatāra Identifying, creating and responding to relationships and opportunities to improve and progress the University.	<b>Relationship Building:</b> Establishes and maintains effective working relationships with stakeholders inside and outside the University, using an appropriate interpersonal style to advance the University's objectives.
	<b>Facilitating Change &amp; Innovation:</b> Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/services.
 <b>Enabling People</b> Hāpai Developing self, others and teams so they can realise the University's strategy and values.	<b>Scholarship / Professional Development:</b> Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University.
	<b>Valuing Equity:</b> Works effectively to support the University's commitment to Māori, Te Tiriti o Waitangi and equity, and values the capabilities and insights of individuals (both inside & outside the organisation) with diverse backgrounds, styles, abilities, and motivation.
	<b>Coaching and Developing Others:</b> Provides feedback, instruction, and development guidance to help others (individuals and teams) excel in their current or future responsibilities; plans and supports the development of individual/team skills and abilities.
	OR
	<b>Leading Teams:</b> Uses appropriate methods and interpersonal styles to develop, coach, motivate, and guide the work/project/research team to attain successful outcomes and objectives.
 <b>Achieving Results</b> Whai hua Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.	<b>Decision Making:</b> Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences.
	<b>Delivering Results:</b> Sets high objectives for personal/group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals managing resources responsibly; seeks continuous improvements.