



Employment Information Package

Curator, Southeast Asian Art

Curator, Grade 1

Position number 12/CU1720

Permanent full-time – 35 hours per week



Lowy Gonski Gallery © AGNSW

Dear applicant

Thank you for your interest in applying for the permanent position of Curator, Southeast Asian Art at the Art Gallery of New South Wales.

The Gallery is a State institution and part of the Department of Trade & Investment. The Gallery attracts over 1.3 million visitors annually. It has significant collections of art and presents a dynamic program of national and international exhibitions. The Gallery employs approximately 220 full time professional and administrative staff and is an active institution with extensive corporate and internal functions. Located within the Domain and adjacent to the Royal Botanic Gardens, it also manages the Brett Whiteley Studio in Surry Hills and storage facilities located in Sydney.

The Gallery offers a stimulating and enjoyable environment to work in as well as a number of beneficial employment conditions, including:

- five-minute walk to Martin Place and St James train stations and buses
- Employee Assistance Program to provide confidential counselling services to staff members and their families
- salary packaging for superannuation, leasing vehicles and transport tickets
- favourable leave conditions
- Research Art Library
- the Gallery Shop, a leading retailer of art books with a discount for staff on merchandise
- access to the Gallery's exciting film and lecture programs
- in-house cafe and restaurant run by Trippas White Catering

This employment information package includes; a copy of the advertisement, a guide to applying for positions in the NSW Public Sector and copy of the Gallery's organisation chart.

If you require further details about this position, please contact Jackie Menzies on + 61 2 9225 1774 or email jackiem@ag.nsw.gov.au

We look forward to receiving your application.

Yours sincerely



Donna Grubb
Human Resources Manager

Position

Curator, South East Asian Art
Curator Grade 1
Position number 12/CU1720
Permanent full-time – 35 hours per week

The Art Gallery of NSW is seeking to fill the permanent position of Curator, Southeast Asian Art.

Role description

Responsible for the development, management, research, care and display of the Southeast Asian art collection; determining and advising of policies relating to acquisitions; organising exhibitions, displays, research and publications.

Salary package

Total salary package valued up to \$94,779 – salary range \$71,866 - \$85,928 plus 9% employer's contribution to superannuation and annual leave loading.

Selection criteria

1. Postgraduate degree in Fine Arts or equivalent.
2. Significant knowledge of a particular aspect of Southeast Asian art.
3. Extensive experience working within an art museum or similar organisation and demonstrated knowledge of museum management.
4. Proven track record in initiating, developing and managing a range of exhibitions.
5. Proven ability to undertake research including a substantial record of publications.
6. Excellent verbal and written skills.

Contact officer

Jackie Menzies + 61 2 9225 1774 or email jackiem@ag.nsw.gov.au

Applications

Apply online at www.jobs.nsw.gov.au/ (search for 'Art Gallery' in keywords)

Closing date for applications

Friday, 3 February 2012

Position description

Role specific information

Position title

Curator, Southeast Asian Art

Organisation

Art Gallery of New South Wales (hereafter referred to as AGNSW)
Art Gallery Road, The Domain, Sydney NSW 2000

Division

Asian Art Department

Reports to

Head, Asian Art

Direct reports

Nil

Indirect reports

Nil

Purpose of position

Develop policy and supervise implementation of programs for collection, exhibition, interpretation, display, promotion and care of Southeast Asian art works for the Asian Department of the Art Gallery of New South Wales.

Organisational relationships

Position title(s) of supervisor(s)

Head, Asian Art

Position titles that also report to supervisor, identified above

Curator of Chinese Art

Curator of Japanese Art

Senior Coordinator , Asian Public Programs

Assistant Registrar Collections, Asian Art

Assistant Coordinator, Asian Public Programs

Titles of positions that report to this position

Not applicable (staff from all curatorial service departments may report to this position on a project basis)

Organisational context of position

The Gallery is a State institution and part of the Department of Trade & Investment. The Gallery attracts over 1.3 million visitors annually. It has significant collections of art and presents a dynamic program of national and international exhibitions. The Gallery employs approximately 220 full time professional and administrative staff and is an active institution with extensive corporate and internal functions. Located within the Domain and adjacent to the Royal Botanic Gardens, it also manages the Brett Whiteley Studio in Surry Hills and storage facilities located in Sydney.

The Gallery has three major curatorial departments which generate the core activities of the institution. This position holder is responsible for the care and management of the Southeast Asian collections within the Gallery and is responsible to the Head, Asian Art for advice on the development of the collections and exhibitions of Southeast Asian art.

This responsibility is central to the purpose of the institution which is to collect, conserve, display, interpret and make available to the public, works of visual art.

Nature and scope of position

Work performed

The position holder is responsible for developing long- and short-term goals and policies for the Southeast Asian sections of the department. On a day-to-day basis the position holder initiates and supervises all aspects of the implementation of these policies. The position holder prepares proposals for the Head, Asian Art and the Board of Trustees to acquire works, mount exhibitions and produce publications for the Gallery. In order to fulfil these functions the position holder must research all aspects of their area of specialisation and all aspects of the market as they affect such recommendations.

The position holder manages all aspects of the Southeast Asian programs and advises the head of department on the preparation of budgets for their annual running costs and manages their expenditure. The position holder oversees all movement, storage and documentation of works of art that come into the care of the Gallery through this section and sets priorities for their conservation. The position holder advises on the use of the collection and is responsible for designing exhibitions of the collection and negotiating loans including the preparation of labels and didactic panels as required. The position holder is required to assist with other areas of the Asian collection as required. Touring exhibitions are also arranged and managed by the position holder for regional, interstate and international venues.

The position holder must travel in Australia and overseas to pursue the necessary research to find suitable objects for acquisition and to forge and maintain links with international museums, dealers, artists, funding agencies or other government departments. These activities are an essential part of the process of securing loans, maintaining up-to-date information on exchange possibilities, market developments and funding programs.

The position holder helps promote the significance of the Art Gallery of New South Wales as a centre for excellence and scholarship by publishing their research in professional journals, text books and catalogues and by writing scholarly books on their area of expertise. The position holder presents formal papers at the Gallery and at universities, museums, national and international conferences and other significant cultural venues.

The position holder must represent the Gallery to the general public and other institutions by answering enquires on professional topics, authenticating works of art, providing interviews to the media and liaising with community groups, cultural associations and special interest groups. The position holder serves on public committees and the boards of management of cultural and educational institutions. The position holder also ensures that information is available to the community through recommending acquisitions for the library, training gallery guides, maintaining artist files, preparing press releases for public relations, and writing guides to the collection.

The position holder is increasingly responsible for finding resources to support the day-to-day process of acquisition and exhibition. This is achieved by the promotion of benefactor schemes, organising functions, soliciting private donations, bequests and applying for government grants.

Challenges/problem-solving

The position holder must project a vision and persuade others to share it in order to gain support for all their projects. This becomes increasingly competitive when resources are stretched between various departments. Maintaining expertise in all aspects of the field of specialisation and the market is also a challenge when changes are occurring daily and the volume of scholarship is increasing rapidly.

The position holder must mount quality exhibitions of Southeast Asian art in the Asian galleries.

The position holder has to handle considerable pressure from various outside forces. Special interest groups and dealers constantly try to influence the program and acquisitions.

Decision-making

The position holder decides the day-to-day program of research, writing, lecturing and the pursuit of acquisitions and advises on display of the collections. The position also initiates displays and exhibitions, and is responsible for their realisation.

Communication

Internally the position holder seeks advice and support from the Head, Asian Art in relation to the programs undertaken. The position holder works with other curatorial staff in the Asian Department and liaises with those in other departments.

The position holder deals daily with all service branches of the gallery, to ensure that all aspects of the program under their control are properly carried out.

Externally the position holder communicates with professional colleagues in Australia and overseas, with museums, artists, dealers, special interest groups, sponsors, collectors and universities, in order to generate cooperation on exchanges of programs and information. The position holder also maintains links with government agencies to arrange for funding and for special loans.

Position dimensions

Responsible for exhibition budgets

Key accountabilities

1. Develop and maintain the Southeast Asian collections and supervise all aspects of their care including interpretation, conservation, documentation, display, storage and handling.
2. Develop and implement an exhibitions program within Asian art for the Gallery and be responsible for supervising all aspects of its management.
3. Advise on the development of the annual departmental budget and be responsible for all acquisition, exhibition and publication program budgets approved for the Southeast Asian art section of the department.
4. Supervise guest curators in the department at all times and the officers of service departments when they are involved in the implementation of projects of the department.
5. Research the area of specialisation to enable policies and implementation to be soundly based. Maintain expert status on an aspect of Southeast Asian art by publishing scholarly articles, catalogues and books and delivering public lectures within the Gallery and worldwide in order to project the scholarly profile of the museum and enhance the possibilities for professional exchange.
6. Forge and maintain links with international museums, universities and other relevant bodies to ensure the flow of information and to facilitate loans and cooperative ventures.
7. Give lectures and floor talks
8. Keep up to date on the market to enable sound economic planning of collection development.
9. Raise funds through sponsorship, grants, bequests and donations to implement the programs.
10. Represent the Art Gallery of New South Wales at outside functions and conferences and serve on professional and community committees and boards of management to meet the Gallery's commitment to community service.
11. Answer public enquires on all matters related to the department's specialisation.
12. Assist with such matters as requested by the Head, Asian Art.

Knowledge, skills and experience

The position holder requires a postgraduate degree in the Fine Arts or the equivalent and expert, up-to-date knowledge of their departmental area. Knowledge of a specific aspect of Southeast Asian art is essential; as well as a general knowledge across the field. The position holder must maintain a good working knowledge of the values of works and the movements of the market.

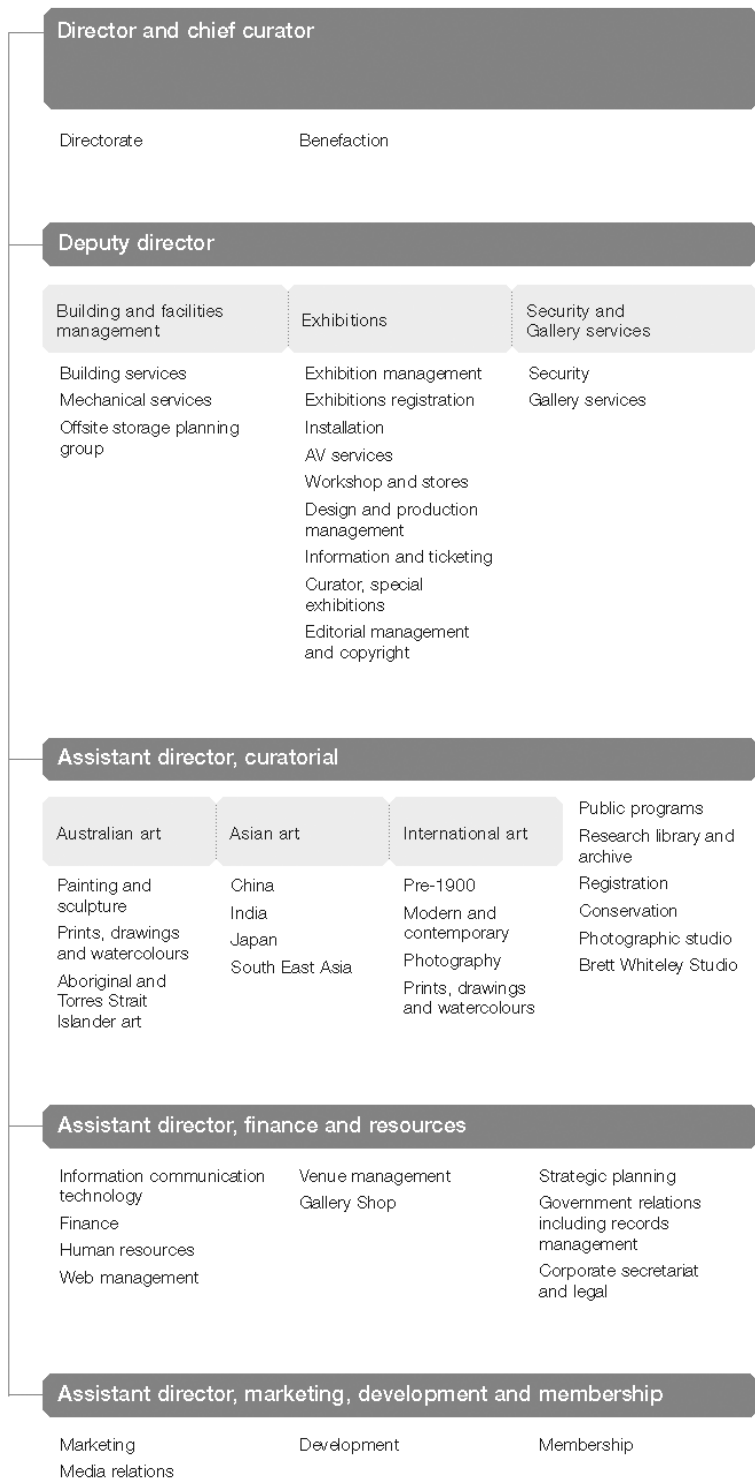
The position holder must be discerning of the quality of art objects, their condition and authenticity in order to be able to recommend their acquisition or use. The position holder must be able to demonstrate research skills, and the capacity to bring a project to fruition. The position holder must be able to write in an accessible way.

The position holder requires excellent verbal and written communication skills for public presentation as well as the preparation of reports and persuasive proposals to the board and outside organisations. Interpersonal skills are required for public relations and team management while diplomacy is required for handling politicians, diplomats and important sponsors.

The position holder must have management capability, knowledge of computer systems to gain access to the registration of artworks (gained through on the job learning), and an awareness of legal

matters relating to tax incentives, copyright and moral rights for artists. The position holder must also be able to organise and control budgets within an accrual accounting system.

Organisational chart



Applying for a job with the Art Gallery of NSW

Selection for NSW Government positions is based on merit. This means that the person whose skills, knowledge and experience best match the job requirements will be selected.

It is important that you obtain access to the information package, which expands on the information contained in the job advertisement. This will assist you to complete the application. Electronic information packages are hyperlinked from each job advertisement and can usually be printed or downloaded. In addition to the information contained in the package, the website of the Public Sector Workforce Office contains useful information for completing your application and about working for the NSW Government.

It is strongly recommended that you complete this process so that you maximise your chances of obtaining an interview for the position. To do this, you must submit a completed 'claim for the position', your resume and any other documents you wish to include. A brief covering letter is optional and can be attached along with your resume. Your 'claim for the position' is the most important part of the application, you should address each of the selection criterion by describing your skills, knowledge and experience and how they could be used in the job.

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal.

When accepting a role in the Government you need to be aware of the principles of a 'diverse, fair and safe workplace' (see further documents). This means that you understand and will support these principles in your new role.

Applications should be sent to the address outlined in the advertisement by the due date.

The interview and selection process

After assessing the applications, the selection committee will choose those applicants who best meet the selection criteria for further assessment. The selection committee may use a number of methods to assess your ability to do the job including: interview questions, work samples, tests and referee and records checks.

Referee check

At the interview, you will be asked to provide the name and contact details of two referees – a current or recent supervisor(s) and/or a current or recent colleague(s). Referees are asked to provide information on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal record check

The NSW Government requires that a criminal record check be carried out on applicants recommended for some positions. A criminal record does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with children check

When applying for a position in child-related employment a 'working with children check' will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious offence to apply for a child-related position. Information on the Working with Children Check is located at <http://www.kids.nsw.gov.au/check>

Verification of professional and/or academic qualifications

If you are selected as the preferred candidate for the position, the selection committee will ask to see original certificates or certified (by the institution) academic transcripts of your qualifications. The cost of producing this documentation is to be met by you. The selection committee may also seek verification of your qualifications from the issuing institution. Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

Permanent appointment

To be permanently appointed in the NSW Government you need to:

- Be an Australian citizen or have the status of permanent residence in Australia. If you do not fit this category, you are only eligible for appointment to temporary vacancies. For more information on Australian citizenship or permanent residency, please see <http://www.immi.gov.au>.
- Have your fitness to carry out the duties of the position confirmed by a health assessment. This is not concerned with disabilities that do not affect your work and may involve a declaration provided by you or a medical examination if considered necessary
- Provide proof of identity.

If you are offered employment you may be asked about your current salary to determine an appropriate commencement rate.

Further information

The Inquiries Officer named on the job advertisement can provide more information. They can also help if you have any requirements for the interview (eg mobility access, or interpreter for hearing impaired people).

A diverse, fair and safe workplace

Essential information about working for the NSW Government

When you work in the NSW Public Sector you are not just doing a job — you are representing the NSW Government to achieve what is in the community's best interests.

The NSW Government is dedicated to building a talented and responsive workforce that reflects the diversity of the people of NSW. This means valuing the participation of people with different life and work experiences. By valuing different people and different approaches to what we do, we are more innovative and ultimately deliver better services.

The NSW Government is committed to occupational health and safety, freedom from discrimination, bullying and harassment, and respect and fairness to its staff and the community.

All employees and managers are expected to understand and support these principles and practices and to meet their responsibilities in these areas.

People who work for the NSW Government need to understand these principles:

- cultural diversity
- equal employment opportunity (EEO)
- ethical practice
- occupational health and safety (OH&S)

The information provided here is designed to give you a broad understanding of these areas. Your employer will be able to provide you with more information on how these principles apply to your own workplace.

Cultural diversity

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW. The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- Everyone in NSW should have the greatest possible opportunity to contribute to, and participate in all aspects of public life in which they may legally participate.
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- Everyone should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the NSW Government.
- All NSW institutions should recognise the linguistic and cultural assets in the NSW population as a valuable resource and promote this resource to maximise the State's development.

All NSW Government agencies must have in place strategies to meet the principles of multiculturalism. Agencies must include these strategies in an Ethnic Affairs Priority Statement (EAPS) contained in their annual report to Parliament. Strategies can include:

- offering programs and services which reflect the needs of the entire community
- developing and implementing policies which are sensitive to all staff and client needs
- providing information in ways that will reach all staff and clients
- providing language services for all clients
- ensuring that boards and committees reflect the multiculturalism of the community
- training staff on multiculturalism and how these apply in their jobs
- using flexible, inclusive consultation processes.

For more information, contact the Community Relations Commission for a Multicultural NSW
Phone: 02 9716 2232 Website: www.crc.nsw.gov.au

Equal Employment Opportunity (EEO)

EEO is about:

- ensuring workplaces are free from all forms of unlawful discrimination and harassment
- providing programs to assist members of EEO groups in employment.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are women; Aboriginal and Torres Strait Islander people; members of racial, ethnic, and ethno-religious minority groups, and people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their age; sex; pregnancy; disability (including past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both **direct and indirect discrimination** are against the law. Direct discrimination means treatment that is obviously unfair or unequal. Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups of people.

All employees have the right to:

- a workplace that is free from unlawful discrimination and harassment
- equal access to benefits and conditions
- fair processes to deal with work-related complaints and grievances

Employees also have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace
- respect differences among colleagues and customers such as cultural and social diversity
- treat people fairly (don't discriminate against or harass them)

Managers and supervisors have the additional responsibility to:

- ensure that work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- provide employees with equal opportunity to apply for jobs, training and development, higher duties and flexible working hours

- ensure selection processes are consistent, transparent and based on merit

Ethical practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty. The Independent Commission against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas they may face at work:

Serving public above private interests

Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

Integrity

Government employees should ensure that any decision made, or action taken, has these qualities:

Openness

- giving reasons for decisions
- revealing all avenues available to the client or business
- when authorised, offering all information
- communicating clearly

Honesty

- obeying the law
- following the letter and spirit of policies and procedures
- observing codes of conduct
- fully disclosing any possible conflicts between the public interest and personal interests

Accountability

- recording reasons for decisions
- submitting to scrutiny
- keeping proper accessible records
- establishing audit trails

Objectivity

- fairness to all
- impartial assessment
- merit selection in recruitment and in purchase and sale of government resources
- considering only relevant matters.

Courage

- giving advice fearlessly and frankly where required
- doing the right thing even in the face of adversity
- reporting and dealing with suspected wrongdoing
- acting in the public interest above loyalty to colleagues or supervisors.

Leadership

- demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest
- promoting public duty to colleagues and others in an agency and outside.

For more information, contact the Independent Commission against Corruption

Phone: 02 8281 5999 Website: www.icac.nsw.gov.au

You can also ask any Government agency for a copy of its Code of Conduct for employees.

Occupational Health and Safety (OH&S)

What everyone needs to know

The NSW Occupational Health and Safety Act 2000 aims to protect the health, safety and welfare of people at work through general requirements which must be met at every place of work in NSW. The Act covers employees as well as employers and self-employed people.

Employees must:

- take reasonable care of the health and safety of others
- co-operate with employers in their efforts to comply with OH&S requirements

Employers must:

- ensure the health, safety and welfare at work of their employees
- maintain workplaces in a safe condition and provide safe entrances and exits
- ensure the safe use, handling, storage and transport of equipment and substances
- provide work systems and working environments that are safe and without risks to health
- provide information, instruction, training and supervision necessary to ensure employees' health and safety at work
- maintain adequate facilities for the welfare of employees
- consult employees so they can contribute to decisions affecting their health, safety and welfare
- adopt a risk management approach to managing workplace health and safety

Both employers and employees must not:

- interfere with or misuse things provided for the health, safety or welfare of persons at work
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- disrupt a workplace by creating health and safety fears

Note: this is general information only. Managers and employees should seek more information from their own workplace. Nothing in this document shall be construed to waive or modify any obligations imposed by the OH&S Act 2000 or the OH&S Regulation 2001.

For more information, contact Work Cover NSW

Phone: 02 4321 5000 Website: www.workcover.nsw.gov.au.