

# Assistant Curator

## Kaupapa Job Description Artspace Aotearoa

Date	28 May 2021
Position Title	Kaiāwhina Whakaaturanga Assistant Curator
Reports to	Director
Employment type	One year fixed-term contract, 37.5 hours a week

### About Artspace Aotearoa

Artspace Aotearoa is an independent and public contemporary art organisation in the centre of Tāmaki Makaurau Auckland. It receives major Creative New Zealand Toi Tōtara Haemata Investment funding, it works within a city, nation and world, supporting and promoting experimental and underrepresented local and international visual art practices. In the beginning of 2020 we relocated to the street-level of our Karangahape Road building;

### What is the goal of this role?

The fixed-term Assistant Curator provides for a broad range of assistance in the planning and delivery of the entire Artspace Aotearoa programming. This includes but is not limited to: exhibitions, public programmes, research visits, talks, special events, screenings and publications.

The role is designed to enable you to develop practical experience as well as research methodologies and knowledge for the purpose of furthering your curatorial career. A high-level of support is geared towards assisting your personal development requirements. At the end of the fixed-term, you will have gained skills and confidence through assisting in and independently coordinating projects and will have built up a network of contacts throughout the local and international sector.

**What is expected from this role?**

<b>Ara / Key Results</b>	<b>Tipu / Key Responsibilities</b>
<p><b>Pou TUATAHI</b></p> <p><b>Leadership</b> <i>Strategic Arts</i></p> <p><b>Programme</b></p>	<ul style="list-style-type: none"> <li>● Assist the Director to develop and deliver the programme</li> <li>● Assist with the installation and maintenance of exhibitions</li> <li>● Support participating artists and curators</li> <li>● Assist in the writing of exhibition texts</li> <li>● Assist the Director to develop and implement Artspace Aotearoa’s public programme</li> <li>● Conduct floor talks and gallery tours</li> <li>● Assist with organising artists, curator visits and organise travel and studio visits</li> </ul>
<p><b>Pou TUARUA</b></p> <p><i>Financial Resilience</i></p> <p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>● Assist with the maintenance of databases</li> <li>● Assist with general office administration as required</li> <li>● Coach and manage gallery assistants, interns and other contractors as required</li> <li>● Work with the Programme Coordinator to manage programme budgeting</li> </ul>
<p><b>Pou TUATORU</b></p> <p><b>Operations Culture</b> <i>Dynamic Arts</i></p> <p><b>Professional development</b></p>	<ul style="list-style-type: none"> <li>● Gain a broad knowledge of local and international contemporary art practice</li> <li>● Build a network of professional contacts</li> <li>● Assist the Director in hosting visiting artists, curators and other arts professionals when required</li> <li>● Develop research methodologies to further your career</li> <li>● Gain confidence in working within high-pressure situations of a busy gallery</li> </ul>
<p><b>Pou TUAWHĀ</b></p> <p><i>Diversity and Reach</i></p>	<ul style="list-style-type: none"> <li>● Whakapakeke Develop insights on sector and community needs, looking at ways to create impact in a fast changing art and culture landscape.</li> <li>● Manaakitanga Build trust and new connections with the sector and community. Encourages and empowers new and meaningful engagement with the organisation.</li> </ul>

	<ul style="list-style-type: none"><li>● Answering or escalating concerns and queries from clients or other stakeholders.</li><li>● Kaitiakitanga Demonstrates high professional ethics and finds ways through complex challenges.</li></ul>
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**Ideal candidate will have:**

- Knowledge and respect of Te Ao Māori; Te Reo, kaupapa and Tikanga Māori.
- Able to work ethically and professionally as part of a small-team to effectuate the shared organisation goals.
- Actively contribute in team collaborations and voicing concerns as well as suggestions for improvement.
- Able to manage conflict and competing interests and ultimately able to find suitable solutions.
- Able to reflect and learn from mistakes or errors.
- Able to manage multiple tasks within appropriate deadlines.
- Behaves at all times in a professional and ethical manner. Advocates for the Artspace Aotearoa vision. an

**Relevant Experience, Training, Qualifications:**

- Required: Arts Degree or related degree, or equivalent experience.
- Knowledge of contemporary art practice.
- Desirable:
  - Experience working with artists and technicians.
  - Experience in exhibition production.
  - Art handling.
  - An active interest in current cultural and civic events and discourse within Aotearoa and beyond.

If this sounds like you, please apply with a **Cover Letter** and **CV**.

Email your application with the subject line '**Application - Assistant Curator**' to: Meijing He, General Manager at Artspace Aotearoa: [meijing@artspace.org.nz](mailto:meijing@artspace.org.nz)

Deadline **Sunday 20 June, 11:59 PM (NZT)**

Download a full **Job Description** here and **Strategic Plan Te Ara Tipu** on request.

We expect to interview shortlisted candidates in the beginning of July and, ideally, would like the successful candidate to start in late **July/early August 2021**.