

Artspace Aotearoa

Kaiāwhina Whakaaturanga Assistant Curator Job Description

Title Kaiāwhina Whakaaturanga Assistant Curator

Reports to Kaitohu Director and Kaiwhakahaere Tuarua Deputy Director

Salary indication 60-70K pro rata

Term Permanent Contract, 0.8 FTE

Hours of Work 30 hours per week (Wednesday - Saturday regularly onsite + 2.5 hours floating for events and research)

Place of work Artspace Aotearoa, 292 Karangahape Road, 1010, Auckland.

About the Role

The Kaiāwhina Whakaaturanga Assistant Curator assists in the planning and delivery of exhibitions and events programmes, and ensures they are clearly communicated. The Kaiāwhina Whakaaturanga Assistant Curator manages our volunteer programme, and is responsible for running the gallery during opening hours on Saturdays. This role supports the production of professional, high quality programming and the curatorial contribution of our organisation in the arts ecosystem in Aotearoa and beyond. This role contributes to other key kaupapa including hosting international guests and visiting practitioner programmes. In a small team it is essential to work together to ensure a healthy and nourishing professional environment. Situations may arise where you are required to be fluid and agile between roles to meet deliverables.

About Artspace Aotearoa

Vision: Contemporary art is essential to a thriving society.

Mission: Artspace Aotearoa critically explores contemporary life, led by artists.

Artspace Aotearoa runs a rigorous annual programme of exhibitions that are enriched through a diverse schedule of events. In addition, it delivers multiple other kaupapa that service the cultural ecosystem including a volunteers programme, mentorships, internships, international visitor programmes, publishing activity, and benefactors initiatives. Artspace Aotearoa seeks to present established, emergent and under-recognised positions. Artspace Aotearoa acknowledges Te Tiriti o Waitangi The Treaty of Waitangi as Aotearoa New Zealand's founding document. Artspace Aotearoa prioritises the evolving relationship of the dual constitutional heritage of Te Tiriti in its operational and programmatic approach.

Relationships

Internal

The Kaiāwhina Whakaaturanga Assistant Curator reports to the Kaitohu Director on programmatic and logistical responsibilities and to the Kaiwhakahaere Tuarua Deputy Director on budgets and operations. The Kaiāwhina Whakaaturanga Assistant Curator works closely with the Kaiwhakapā Communication Coordinator to assist with the development of meaningful content and strategies that promote our work and connect to audiences. The Kaiāwhina Whakaaturanga Assistant Curator manages our volunteers programme and communicates with our annual cohort. The Kaiāwhina Whakaaturanga Assistant Curator helps develop and deliver messaging and visitor experience with the wider team.

External

The Kaiāwhina Whakaaturanga Assistant Curator connects with a wide range of stakeholders and professional colleagues including; artists, curators, writers, production professionals, technical crew, graphic designers, external contractors, gallerists, critics and media, audience, students, and patrons and benefactors, and participates actively in the wider contemporary art sector.

Focus Area	Expectations and Tasks
Programme	<p>Expectations</p> <ul style="list-style-type: none">• Work closely with the Kaitohu Director to deliver programmatic content at Artspace Aotearoa.• Ensure programmatic risks are identified and mitigations developed.• Meaningfully engage with audiences and partners.• Foster accessible solutions for artists and manuhiri in exhibition design and visitor experience.• Follow and implement sector best practice standards in exhibition making.• Employ a problem-solving approach at all times.• Uphold and contribute to the evolution of Artspace Aotearoa as the leading contemporary arts organisation.• Maintain research and ongoing understanding of the contemporary arts ecology at national and international level <p>Tasks</p> <ul style="list-style-type: none">• Responsible for the New Commissions Artists Programme, including the exhibition.

	<ul style="list-style-type: none"> • Liaise with artists and other programme contributors. • Responsible for production of all exhibitions by managing the production and install schedule. <p>Produce a care, tech, and content summary document for each exhibition.</p> <ul style="list-style-type: none"> • Manage registration, freight, and condition reporting of incoming and outgoing artworks. • Liaise with external contractors. • Contribute to additional writing and editorial processes. • Conduct floor talks and gallery tours to diverse publics. • Led and deliver itineraries for visiting curators and artists in discussion with Kaitohu Director • Provide marketing communications in a timely manner following the press and comms check list. • Contribute to strategic reporting. • Together with the Kaitohu Director, ensure the whole team, including any interns and volunteers, have a good understanding of the programme and events.
Financial	<p>Expectations</p> <ul style="list-style-type: none"> • Maintain relationships with funders and stakeholders that support and enhance a high quality and professional arts organisation. • Contribute to diversifying and strengthening the organisations financial resilience through identifying new funding opportunities and partners. <p>Tasks</p> <ul style="list-style-type: none"> • Manage specific programmatic project budgets in collaboration with Kaiwhakahaere Tuarua Deputy Director and in consultation with the Kaitohu Director in a timely manner. • Manage the travel and accommodation arrangements for visiting guests. • Adhere to the financial policies and procedures.
Operations	<p>Expectations</p> <ul style="list-style-type: none"> • Maintain and evolve systems and projects that are responsive to a dynamic work environment that foster long term operational efficiency and integration such as the production schedule, press and comms checklist, visitors checklist etc.

	<ul style="list-style-type: none"> • Work in a manner that fosters a culture of responsibility and collaboration. • Be fluid and agile where necessary with cross implementation of tasks to achieve high quality deliverables. <p>Tasks</p> <ul style="list-style-type: none"> • Prepare and manage artist relations by following organisation procedure of scope document, intention and contracting documents. • Prepare and manage programme contributor relations with clear commissioning processes. • Prepare and manage volunteers programme, timetable, shifts, and communications. • Attend and contribute to regular staff meetings • Attend and contribute to regular 1:1s with the Kaitohu Director. • Be available to work from the office during the working week (usually Monday to Friday for 7.5 hours between the hours 8am – 6pm). • Be available to work outside ‘normal’ office hours for programmatic or other organisational requirements as agreed with Kaitohu Director- • Take leave according to Leave Guidelines
Diversity and Reach	<p>Expectations</p> <ul style="list-style-type: none"> • Understand the importance of the organisations commitment to Te Tiriti and actively contribute to this • Work inclusively • Work to enhance our Access Action Plan • Work with our quality measures in mind

Ideal candidate will have:

- Demonstrated experience in the arts, specifically in a curatorial role or engaging with curatorial strategies and the desire to develop their curatorial position and skill set.
- Strong interest in continual learning about Te Tiriti o Waitangi. They will actively seek opportunities to uphold and implement this across Artspace Aotearoa programming and operations.

- Commitment to developing holistic practices in a workplace.
- Willingness to contribute to the broader goals of the organisation and work with the team to create a dynamic and resilient organisation.
- Ability to think on their feet, work collaboratively and with agility in a team setting
- Demonstrated experience in managing external stakeholders in the cultural sector.
- High level problem-solving skills, including the ability to meet competing deadlines while working in a small team.
- Strong project management capability to plan, resource, and deliver projects and services on time and within budget.
- Excellent communication and negotiation skills, with a commitment to diversity and inclusion.
- Creative, energetic, critical thinker, with a nuanced understanding of collaborative and self-led work.

Qualifications: Relevant professional, community, and academic experience.

Systems: Exhibition Installation and Moving Image Projection management tools, Facilities management tools. Google G Suite. Adept at picking up new systems and coaching others.