

Position Description

The Dax Centre Collections Manager and Curator

Title: Collections Manager and Curator

Purpose Statement: Responsibility for managing the Cunningham Dax Collection of artwork and developing annual exhibitions that engage audiences align with The Dax Centre's mission.

Team: The Dax Centre

Reports to: Director, The Dax Centre

Staff Reporting to: No direct reports, management of 2-3 volunteers and interns is required

Location: Parkville, The Dax Centre

Employment Status: contract until 30 June 2023, 0.8 FTE
(Requests for full time will be considered)

Key Functions:

- Strategic Planning and Leadership
 - Contribute to the strategic planning for The Dax Centre as a whole, specifically provide leadership and direction on the collection management and exhibitions
 - Sustainably deliver the collection management strategic objectives
 - Manage the acquisition processes for the Collection
 - Complete or contribute to applications and acquittals for grants from various sources as agreed with the Director (for example Trusts and Foundations, council grants, sponsorships etc.)
 - Assist the Director to prepare and submit Board reports as required
- Collection Management
 - Ensure the Cunningham Dax Collection (CDC) of artwork is properly maintained at all times, including the development and delivery of Collection management procedures, such as environmental and pest monitoring
 - Responsible for the management of artwork loans and image reproduction licences for image publication.
 - Develop and manage policies and procedures for the Collection, refer to below Accountabilities
 - Manage and monitor the collection database
 - Work closely with the Poetry Group to assist in the management of the Poetry Collection
- Exhibitions
 - Work with the Dax team to lead the development and management of a 12-month exhibitions calendar

- Responsible for managing all exhibitions at Dax, including co-ordinating the installation of all exhibitions, working with other curators as required and liaising with artists featured in an exhibition
- Develop appropriate educational content for exhibitions to support the Dax education program
- Communications and public engagement
 - Work with the Gallery Manager to develop appropriate communications materials to support exhibitions and programming, including catalogue essays, media releases and exhibition summaries
 - Work with the Gallery Manager to ensure any works from the Collection are accurately represented in all communications documents and online promotions and in accordance with Copyright laws
 - Provide input into the development of the website to ensure it supports the requirements for promotions of the collection and gallery exhibitions
 - Public speaking engagements to education groups, community groups and at conferences
- Accreditation
 - Work with the Director to ensure The Dax Centre maintains accreditation with Museums Australia
 - Ensure Collection Management policies and procedures are compliant with national and international best practice
 - Meet requirements of the Victorian Heritage Council for the works listed in this heritage register
- Archive materials and Library Resources
 - Work with the Director to develop a process for managing both The Dax Centre archive materials and library resources
- Compliance
 - Comply with statutory and organisational policies and procedures including funding body requirements.
 - Ensure artists and visitors comply with all The Dax Centre policies, practices, procedures.
- Quality and Safety
 - Positive OHS practices are actively promoted and adhered to
- People and Culture
 - Adhere to The Dax Centre and SANE Australia policies and procedures
 - Contribute to an organisation culture based on collaborative work groups and with communicative, flexible, positive and strengths-based approaches
 - Manage and recruit a team of volunteers to assist with the care of the collection and exhibition preparation, installation and deinstallation

Essential Requirements:

- **Skills & Expertise**
 - Experience in collection management and curating group and solo shows
 - Proven ability to be hands-on, flexible, resourceful and cost-conscious in a small team environment
 - Well-developed interpersonal skills, able to liaise effectively with a wide range of internal and external stakeholders, including artists
 - Excellent planning and organisational skills, able to work autonomously and manage a range of tasks with conflicting priorities
 - Demonstrates strong oral and written communication skills
 - Demonstrated ability to take initiative to improve and enhance existing systems and procedures
- **Qualification and Experience**
 - Relevant tertiary qualifications
 - Three or more years' experience in managing a museum collection or art collection
 - Demonstrated experience in developing policies and procedures for management of a collection
 - Experience working with the National Standards for Australian Museums and Galleries and awareness of International best practice
 - Experience working with a team of volunteers
 - Proven ability to develop strong relationships and networks across the arts sector, and other relevant sectors, to increase awareness of a collection
 - Use of multimedia, audio visual platforms and other digital tools for running exhibitions is desirable
 - Experience in working with digital database management
 - Knowledge of current Copyright Acts and moral rights regarding act ownership
 - Awareness of/willingness to learn about the Victorian Health Record Act as it applies to the historic works within the Collection

Highly Desirable:

- A passion for mental health and an understanding of how creativity can improve mental health outcomes and empower individuals
- Mental Health First Aid Training
- First Aid certification is an advantage

Other requirements for this role:

- A valid Working with Children Check
- Successful applicants are required to undergo a National Criminal Record Check
- Occasional regional and national travel may be required