



Godinymayin Yijard Rivers Arts & Culture Centre

POSITION DESCRIPTION

Curator and Retail Manager

Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) is looking for an experienced, energetic and creative Curator and Retail Manager to develop and deliver our exhibition program and retail facility in Katherine.

Godinymayin is a dynamic bi-cultural arts precinct in Katherine, NT. The aim of the Centre is to develop and nurture art and culture in Katherine and the surrounding region, as well as to present touring exhibitions and performances of national significance. This position offers the right candidate the opportunity to contribute to the goal of reconciliation in the Katherine region and make a concrete contribution to change through the visual arts working closely with indigenous and non-indigenous artists.

The organisation expects to embark on a major infrastructure project to further develop our site and gallery space in the next 12 months. This is expected to lead to the addition of two high quality gallery spaces and some associated changes in our staffing requirements. As a result this position is initially being advertised as a 12 month vacancy with the expectation of a further contract or extension.

Curator and Retail Manager Duty Statement:

1. Develop the annual exhibition program, in line with the business plan and cross-cultural values of the organisation.
2. Install exhibitions, including touring exhibitions, along with all other aspects of curatorial practice such as condition reporting and lighting.
3. Source shop product, manage retail stock and supplier relationships and day to day shop operations.
4. Plan, research and develop upcoming exhibitions and associated public and education programs.
5. Develop the foyer area into an interactive and engaging visual arts experience
6. Assist with the publicity for Visual Arts events
7. Manage the shop and exhibition budget and finances ensuring all invoices and reporting is accurate, forwarded in a timely manner, and stock on consignment is managed in a transparent and effective manner.
8. Undertake annual stock-take
9. Undertake reception duties on a roster with other staff, including but not limited to telephone, front of house and retail support.
10. Assist with venue hire and performing arts events as required
11. Supervise and train FOH and Retail casual staff
12. Comply with Work Health and Safety (WH&S) requirements

Salary

\$70,000 per annum includes 6 weeks annual leave.

The successful applicant will work on a fortnightly roster including every second Saturday.

Out of hours work will be required from time to time for openings and events.

Selection criteria

Essential

- Tertiary qualifications relevant to the position or at least 3 years relevant work experience
- Demonstrated experience in the curation of artworks in a gallery environment including producing interpretive text, object handling, hanging and installation skills, cataloguing and management of exhibitions
- Demonstrated experience in retail shop operations
- Demonstrated experience working effectively in a team based environment requiring a flexible approach and a willingness to embrace new ideas/learning
- High level oral and written communication skills, interpersonal skills
- Well developed time management, planning and organisational skills.

Desirable

- experience in and/or commitment to working in a cross-cultural environment
- knowledge of the Northern Territory visual arts environment
- experience with Retail Manager or similar retail software
- NT Drivers licence

Aboriginal people are encouraged to apply

Applications **MUST** address the Selection Criteria

For more information contact us on (08) 8972 3751 or visit our website www.gyracc.org.au.

Applications should be marked confidential and emailed to director@gyracc.org.au by close of business Friday 26 April 2019.

To discuss this position please contact Poppy Searle on (08) 8972 3751.