

# PICA Perth Institute of Contemporary Arts

## POSITION DESCRIPTION HATCHED CURATORIAL FELLOW

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| Reports to: | Curator and Exhibitions & Residencies Manager      |
| Reports:    | None   |
| Type:       | Part time (0.6), Full time during selected periods |
| Contract:   | November 2022 – November 2024                      |
| Salary:     | \$60,000 pa (pro rata)                             |

## ROLE PURPOSE AT PICA

PICA is committed to creating a workplace which is culturally aware and is as diverse as the communities we serve. We are particularly seeking and can provide additional support for submissions for this role from any persons requiring it, including First Nations people, Culturally and Linguistically Diverse applicants and people living with disability.

PICA's *Hatched: National Graduate Show* has been presented by PICA since 1992 and has launched the careers of countless leading Australian artists.

The Hatched Curatorial Fellow, supported by The Minderoo Foundation, will be a key role in the creative team, contributing to the efficient, accurate and successful planning and delivery of Hatched 2023-2024.

This position is ideal for an early-career Curator with some experience and strong administrative skills.

## ROLE STATEMENT

The Curatorial Fellow will assist in the planning, administration and delivery of the *Hatched National Graduate Show*. Under the direction of PICA's Curator and Exhibitions & Residencies Manager, the Curatorial Fellow will be primarily responsible for research and liaison with artists, art schools and other key stakeholders. The Fellow will work with other PICA departments across all aspects of the exhibition, contributing to materials and activities for marketing, development, production and operations.

## KEY RESPONSIBILITIES

### General Administration

- Prepare and monitor project timelines and deliverables for Hatched 2023 and 2024
- Prepare and edit interpretive materials, including wall labels and catalogue texts
- Work with the Communications team to contribute to marketing materials, including media releases and marketing strategies
- Ensure administrative materials for Hatched remain accurate and accessible

### Stakeholder Liaison

- Liaise with participating institutions and provide all necessary project information regarding nomination of students and participation in Hatched 2023 and Hatched 2024
- Liaise with Selection Panel ahead of selection process of nominated artists
- Liaise with all artists throughout nomination, selection and delivery processes
- Liaison with artists, writers and institutions in all aspects of their engagement with PICA
- Welcome and host artists and guests in the building, and be the key point of contact for artists during the installation of their work
- Assist the Exhibitions & Residencies Manager with arrangements and hosting for Hatched 2023 and 2024 NM TAFE Residency and Studio Program
- Prepare funding applications and acquittals, reports and debriefs as required

### Exhibition Delivery

- Work with artists and the Curator to plan exhibition layout and presentation of works.
- Work with the Exhibitions & Residencies Manager and Exhibition Production Coordinator for the installation, de-installation and all related logistics
- Assist with condition reporting of Hatched exhibition works upon their arrival & departure
- Assist with the preparation of Exhibition maintenance materials
- Assist with freight scheduling and administration
- Work with the Public Programs Manager and Events Coordinator to formulate and plan public programs and events, including exhibition opening, artist talks, artist professional development programs and audience engagement activities

### Other

- Undertake any other duties, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.
- Represent PICA by attending relevant meetings and information sessions with arts, media and business industries, government partners and funding bodies.

### **PICA's CURATORIAL FELLOW WILL:**

- Have excellent interpersonal skills
- Bring integrity to the role with the flexibility to take on varied tasks as required
- Be able to work under pressure with competing priorities
- Possess a no-blame, can-do attitude
- Enjoy both administrative and hands-on tasks

## SELECTION CRITERIA

- Relevant tertiary qualification in an area relating to visual arts or equivalent work experience in a museum or gallery environment
- Experience in contributing to curatorial projects and publications
- Strong written and verbal communication skills
- Experience working with multiple stakeholders
- High level of computer skills, particularly Microsoft Office

## TO APPLY

Your application should be submitted by email and include two pdf attachments:

- A CV (no more than two pages)
- A cover page addressing your interest in contemporary art and why the Fellowship and Hatched are of interest to you
- A written response to the selection criteria (no more than two pages)
- A short writing sample of previous work (no more than 500 words)

For enquiries about this role or your application, please contact PICA's Curatorial Fellow, Miranda Johnson at [miranda.johnson@pica.org.au](mailto:miranda.johnson@pica.org.au)

Applications are due by **12.00pm, Monday 10 October** to Jenn Garland, [jobs@pica.org.au](mailto:jobs@pica.org.au)