



**Perth Institute of Contemporary Arts (PICA)** sits on the unceded homelands of the Whadjuk Noongar People who have cared for this Country for thousands of years. PICA acknowledges all First Nations people and the importance of their care and continued connection to culture, community and Country. We offer our respect and admiration of Elders past, present and emerging, whose knowledge helps us understand this place in profound and meaningful ways.

Operating since 1989, PICA's key aim is to support, present and promote contemporary arts and to stimulate critical discussion around the arts and broad cultural issues. Fundamental to its charter is the provision of a site for experimentation, critical analysis, discussion and debate. In many aspects of its operations, PICA might be understood as an incubator: providing resources, mentoring and support for artists whilst promoting new and emerging ideas, forms and practices to the broader community.

PICA works as both a producing and presenting organisation, delivering an annual program of changing art exhibitions, seasons in contemporary dance, experimental theatre, new music and live art. Our studio program provides space and time to artists to experiment and take risks. PICA is recognised as a leader in its work at the intersection of art forms, championing and supporting artists who push disciplinary boundaries. We play a pivotal role in the development and presentation of significant projects by national and international artists at all stages of their careers.

PICA's programs are carefully crafted, ensuring connections are forged not only between artists and audiences but across art forms, cultures and geographies. PICA champions First Nations voices by supporting work that is First Nations-led and celebrates Aboriginal ways of being and knowing. PICA is advised by its First Nations Advisory Group and Artist Advisory Group.

For artists, audiences and other communities it serves, PICA is a meeting place, a provocateur, a resource and most importantly a partner in the realisation of big and new ideas. PICA actively engages with communities in and beyond the art world to ensure what we do is relevant, timely, accessible and responsive. Our public and creative learning programs, PICA Hub and free and access-friendly program of talks, panels and school holiday workshops provide avenues for a range of audiences to gain a deeper understanding of how art can help define our sense of self, identity and place, and celebrate our communal experiences as a society.

## **Our Purpose**

To engage, nurture and value contemporary artists, ideas and audiences.

## **Our Vision**

To be the home of contemporary arts in Western Australia.

## **Our Values**

Visionary Thinking – We work with artists at the forefront of culture and ideas, encouraging experimentation, innovation, free thinking and fresh voices.

Connection – We support artists to create enriching and thought-provoking experiences that connect with a range of audiences and communities.

Pathways – We work with artists and arts workers at all stages of their careers, creating opportunities that respond to their needs and sustain their practice.

Collaboration - We are committed to building a supportive environment of integrity and accountability where everyone feels seen, heard and supported. Working together is central to everything we do.

Sustainability - We collectively imagine and contribute to a sustainable and more equitable future for the arts and society more broadly.

### **Benefits of working with PICA**

- Contributing to a dynamic multi-arts program in an artist-focused organisation committed to supporting sustainable career pathways for artists and arts workers.
- Playing an integral role in the arts sector as part of a nationally recognised, leading arts organisation dedicated to supporting the contemporary arts sector in Perth.
- Being part of a small, supportive and highly productive creative team of arts professionals who are passionate about contemporary culture.
- Centrally located in the Perth Cultural Centre and easily accessible by public transport.
- Flexible work arrangements.
- Professional development and travel opportunities.
- 4 weeks leave, plus additional leave over the Christmas period.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Curator</b>
<b>Position status:</b>	Fulltime – 1.0 FTE
<b>Salary:</b>	\$80,000 pa (plus superannuation)
<b>Responsible to:</b>	Director/CEO
<b>Direct reports:</b>	Exhibition Manager, Hatched Curatorial Associate, casual Installation Coordinator, casual Installation team, guest curators, other contractors, and interns
<b>Key relationships:</b>	Internal: General Manager, Operations Manager, Public Program & Studio Manager, Learning & Access Manager, Producer, Communications team, Development Manager, Finance Officer and Visitor Experience Manager  External: artists, other galleries, lenders, and contractors

## POSITION PURPOSE

PICA's Curator supports the organisation's strategic priorities by developing and delivering a visual arts program that reflects its values. This is a key leadership position within the organisation, working closely with the Director and programming team to further the depth, breadth and impact of PICA's creative program. This is a senior management role, responsible for the delivery of PICA's visual arts program, managing a small team, working within budget, in a timely manner and at the highest standards. PICA's Curator is responsible for supporting and advocating for artists, delivering meaningful art experiences and attracting ongoing and new audiences. PICA's Curator works closely with artists, galleries and the broader contemporary art sector in Australia and internationally. PICA's success is built on its relationships and collaborations, and the Curator plays a critical role in connecting the organisation with like-minded peers, seeking partnerships and maintaining positive working relationships within the sector.

## DUTIES AND RESPONSIBILITIES

### 1. Programming

Work with the Director and programming team to develop annual programs that create high quality artistic experiences that:

- reflect the breadth and innovations of contemporary arts practices and offer impactful outcomes for artists and audiences
- develop future focused arts practitioners and artistic practices
- expand the relevance and reach of contemporary arts experiences
- support the organisation's mission of creating career-defining moments for artists, life changing experiences for audiences and critical turning points in the advancement of art forms

Assume responsibility for rigorous forward planning across all visual arts programs to ensure appropriate resourcing, realistic lead-times and high-quality outcomes.

### 2. Delivery

Lead the implementation of PICA's visual arts programs within budget and timeframes, including:

- research, concept development, design and production of exhibitions and related PICA projects

- engage and commission artists, guest curators and writers as well as liaising with lenders, including preparation and coordination of loan requests and artist agreements
- prepare and manage PICA's annual visual arts program budget, working with the Director, General Manager and Exhibition Manager to develop annual and project budgets, and actively tracking expenditure
- effectively manage PICA's Exhibitions Manager, Hatched Curatorial Fellow, Installation Coordinator, guest curators and other contractors towards the timely delivery of PICA exhibitions, working with the highest professional standards and ensuring that systems are in place to support artists
- work with the Learning & Access Manager and Public Program & Studio Manager to plan and deliver public, education and access programs, including symposia, public lectures, talks and workshops
- work with PICA's Communications team to coordinate audience development strategies, marketing and publicity for exhibitions, including exhibition texts, labels, media releases and media interviews
- work with the Development Manager to identify opportunities to support and maximise stakeholder engagement and sponsorship opportunities
- contribute to the planning, scheduling and delivery of exhibition events, such as openings, as required
- coordinate the timely delivery of appropriate documentation for each exhibition or project, including the production of videos from time to time

### **3. Evaluation**

- Provide high level authoritative advice, informed analysis and suggested actions to achieve PICA's vision, strategic goals and KPIs in relation to programming
- Assist in the development of evaluation frameworks (including artist and audience surveys and assessment) for PICA's visual arts program
- Contribute to processes to collect, analyse and report upon key performance indicators (KPIs) of the visual arts program (including attendance figures and artist and audience feedback)
- Undertake regular program evaluation and monitoring, including surveys, feedback, photographic permissions, attendance data, statistics and reports, to ensure PICA's visual arts program are relevant, engaging and responsive

### **4. Stakeholders**

- Engage with PICA's First Nations Advisory Group and Artist Advisory Group, as required
- Develop and maintain key partnerships with local and international curatorial institutions, professional associations, committees and art industry colleagues, including First Nations networks, and generally contribute to a culture of research, learning, cultural engagement, discussion and debate
- Develop and maintain professional networks and audiences for PICA's activities through responding to public inquiries, liaising with external stakeholders, assisting with public events and openings, presenting lectures, floor talks and guided tours
- Contribute to the supervision and development of staff, including managing performance and professional development of exhibitions staff, interns and volunteers
- Assist with hosting visiting artists and curators

### **5. Other**

- Proactively identify and seek funding opportunities and partnerships in support of PICA's programs, including preparation of funding applications (and acquittals) and provision of clear and timely program content for sponsorship proposals
- Oversee the maintenance and presentation of exhibition and studio spaces with the support of the Exhibition Manager, Public Program & Studio Manager and Operations Manager
- Develop and regularly review policies to effectively ensure the integrity and security of PICA's procedures and that best practice standards are adhered to throughout the organisation

- Where relevant, ensure that PICA meets its legal, compliance and reporting responsibilities including in WHS, Contracts, Agreements, Copy/ Moral/ Indigenous Cultural and Intellectual Property Rights and Insurance, along with its Inclusivity and Sustainability goals.
- Adhere to PICA's WHS policies and other relevant policies and processes
- Other duties as directed from time to time

### **Selection Criteria**

- 5-10 years' experience in curating or coordinating contemporary visual art exhibitions in galleries or museums.
- In depth knowledge of Australian art history and contemporary practices, including First Nations art and culture, artists and institutions, curatorial theory and practice and a broad knowledge of international contemporary art and issues.
- Excellent planning and organisational skills at both a strategic and operational level, with a proven record of successfully managing all aspects of medium-to-large projects through to completion in accordance with agreed standards, timeframes and budgets.
- Excellent relationship management skills, including demonstrated experience in leading and motivating a diverse, high-performing team to achieve agreed goals, including casual staff, interns and contractors.
- Excellent problem-solving skills, including the ability to devise practical solutions to complex issues and create a supportive environment for artists and creative teams.
- Outstanding written and oral communication skills, including researching and writing about contemporary visual art for a variety of audiences, delivering presentations in a range of contexts, and general editing and proofing.
- Effective computer skills, including Microsoft Office suite, image editing, website and socials.
- Postgraduate qualification or progress towards a postgraduate qualification in art history, curatorial or museum studies, or another relevant discipline.

### **TO APPLY**

PICA is committed to creating a workplace that is culturally aware and as diverse as the audiences we present to. We encourage submissions for this role from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse applicants. We also encourage submissions from people who identify as living with disability. If at any stage of the application or recruitment process you require any accommodations, please contact us.

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

- A written response to the above selection criteria (no more than two pages)
- A CV with two current references (no more than two pages)

For enquiries about this role or your application, please contact PICA's CEO/Director, Hannah Mathews at [hannah.mathews@pica.org.au](mailto:hannah.mathews@pica.org.au)

Please note that this position is only open to applicants with relevant rights to work in Australia.

### **KEY DATES**

Applications are due by 5pm (AWST) Friday 4 October 2024 to Hannah Mathews, CEO/Director at [hannah.mathews@pica.org.au](mailto:hannah.mathews@pica.org.au)