



PERTH INSTITUTE OF CONTEMPORARY ARTS (PICA)

PICA acknowledges the unceded homelands of the Whadjuk Noongar People, who have cared for this Country for thousands of years. We respect all First Nations people and recognise their vital connection to culture, community and Country. We honour Elders past and present whose wisdom enriches our understanding of this place.

PICA is a non-profit, multi-arts organisation situated in the heart of the Perth Cultural Centre in Western Australia. Since 1989, we have operated as a development and presenting organisation, delivering curated programs of exhibitions, contemporary dance, experimental theatre, new music and live art by Australian and international artists.

Our dedicated studio program gives artists the space and time to experiment, take risks, receive peer feedback and work internationally. Our learning and events programs amplify artists voices, engage diverse audiences and support critical discussions around contemporary issues. Our access programs seek to reduce barriers to participation, promoting access, equality and inclusion.

PICA is committed to creating sustainable pathways for both artists and arts workers. We work with artists throughout their careers – multiple times and in multiple ways – remaining responsive to their changing needs and the evolving arts landscape. Our large-scale, multi-purpose building (formerly a government school) provides a centrally located, unique space for experimentation, critical analysis and debate, positioning PICA as an incubator that offers resources and mentorship while nurturing new ideas and practices.

PICA is recognised as a leader at the intersection of art forms. We champion artists who challenge boundaries and play a crucial role in developing significant projects with artists at all stages of their careers. Our building enables PICA to be ambitious and experimental, presenting multiple projects at any given time. We work at a range of scales: from the iconic site of our downstairs gallery (formerly an assembly hall) to the more familiar scale of former classrooms. PICA is also home to a Performance Space, dedicated Screen Space, Clocktower and elegant, light-filled West End Gallery. Our facade offers many opportunities for engagement with the surrounding Perth Cultural Centre.

PICA champions First Nations voices by supporting First Nations-led work and celebrating Aboriginal ways of knowing, guided by our Aboriginal Advisory Group and Artist Advisory Group. We actively engage with communities of all ages – inside and outside the art world – to ensure our work is relevant, timely, accessible and responsive.

PICA's programs forge connections between artists and audiences across art forms, cultures and geographies. Our family-friendly PICA Hub activities, learning and access programs, free talks and school holiday workshops offer diverse audiences a deeper understanding of how art shapes our sense of self, identity and place. For the artists, audiences and communities we serve, PICA is known as a safe space for risky ideas—a meeting place, a resource, a provocateur and a partner in helping us better understand the world around us.

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 collaborate with artists at the forefront of culture and ideas, encouraging experimentation and innovation.
- Connection: We support artists in creating enriching experiences that resonate with diverse audiences and communities.
- Pathways: We create opportunities for artists and arts workers at all career stages, responding to their needs and sustaining their practices.
- Belonging: We foster a supportive environment built on integrity and accountability, ensuring everyone feels seen and valued. Collaboration is central to our mission.
- Sustainability: We strive for a sustainable and equitable future for the arts and society.



POSITION DESCRIPTION

- Title:** 2025-26 Hatched Curatorial Associate
- Position status:** Part-time (0.6) and full-time during selected periods
- Contract:** December 2024 – November 2026
- Responsible to:** Curator and Exhibitions Coordinator
- Direct reports:** None
- Key relationships:** Internal: Director, General Manager, Development Manager, Operations Manager, Public Program & Studio Manager, Learning & Access Manager, Communications & Marketing team, Producer, Finance Officer, Visitor Experience Manager and team
 External: artists, universities, contractors

Position Purpose:

The 2025-26 Hatched Curatorial Associate is a key role within PICA’s Exhibitions team, supported by funding from The Minderoo Foundation. This position offers practical experience to build expertise in the WA arts sector and is ideal for an early-career curator with exhibition experience and strong communication and administrative skills.

The *Hatched: National Graduate Show*, presented by PICA since 1992, showcases 20–25 artists from up to 22 art schools each year. The program includes an exhibition, catalogue, artist awards, professional development initiatives and public learning programs. The Associate will be responsible for research and communication with artists and stakeholders, assisting in the planning and delivery of the exhibition and related programs. The role also extends to working on other programs across PICA.

Duties and Responsibilities:

1. Stakeholder Liaison

- Communicate with educational institutions regarding student nominations and artist participation.
- Liaise with artists throughout the nomination, selection and exhibition processes.
- Coordinate the Hatched Selection and Schenberg Arts Awards panels.
- Host artists and guests at PICA, acting as the primary contact during installation and events.

2. Exhibition Administration

- Prepare and monitor project timelines for Hatched 2025 and 2026, providing regular updates to the team.
- Ensure administrative materials are accurate and accessible.
- Collaborate with the Exhibitions Coordinator on agreements and loan documents for artists.



- Work with the Communications team to develop nomination forms and marketing materials.
- Prepare and edit exhibition materials, including website content, labels and catalogues.
- Assist in coordinating Hatched merchandise and artist commissions.
- Support the Development Manager in delivering stakeholder outcomes, including reports and curatorial tours.

3. Exhibition and Programming Delivery

- Collaborate with artists and the Curator on exhibition layout and display needs.
- Assist with logistics for exhibition freight, installation and de-installation.
- Participate in the installation process, supporting the artists and installation team.
- Coordinate exhibition documentation and facilitate the Schenberg Arts Awards announcements.
- Help develop and deliver public programs and events, including artist talks, professional development programs and educational activities.
- Support the Learning & Access Manager with school tours and educational resources.
- Assist in hosting Hatched artists in residence at NM TAFE and PICA.

4. Evaluation and Reporting

- Maintain accurate records for reporting to external stakeholders and PICA's annual report.
- Contribute to collecting, analysing and reporting on key performance indicators (KPIs) for Hatched.
- Prepare funding applications, reports, and evaluations as required.

5. Other

- Develop professional networks and engage with the public through events and inquiries.
- Ensure compliance with legal and reporting responsibilities, including WHS, contracts, copyright, Indigenous cultural rights, inclusivity and sustainability goals.
- Adhere to PICA's WHS policies and relevant procedures.
- Perform other duties as directed.

PICA's Hatched Curatorial Associate will:

- Have a genuine interest in visual arts and a desire to develop a curatorial career.
- Possess strong verbal, written and editorial skills to communicate artists' work effectively.
- Demonstrate excellent interpersonal skills for building relationships.
- Manage time effectively and meet deadlines, while handling competing priorities.
- Be proactive in learning and engaging in various administrative and hands-on tasks.
- Work collaboratively and independently as required.

Selection Criteria:

1. Relevant tertiary qualification in visual arts or equivalent experience in a gallery environment.
2. Experience contributing to curatorial projects and publications.
3. Strong administrative, planning and project coordination skills, with a flexible and solutions-focused attitude.
4. Excellent attention to detail and follow-through.
5. Experience working with diverse stakeholders.



6. Proficiency in computer applications, including Microsoft Office, Adobe Creative Suite, Outlook and Teams.
7. The successful applicant must hold a Working with Children Check and a current driver's licence.

TO APPLY

Submit your application via email with the following PDF attachments:

- A cover letter outlining your interest in contemporary art and the Hatched Curatorial Associate position
- A written response to the selection criteria (max two pages)
- Your CV (max two pages)

For inquiries, please contact PICA's Curator on curator@pica.org.au.

Applications are due by 5pm Monday 4th November to PICA General Manager, Alana Culverhouse, at jobs@pica.org.au.