CURATOR

Team	Programming and Exhibitions
Reports To:	Head of Programming and Exhibitions
Direct Reports:	1
Workload:	1.0 FTE
Base Remuneration:	Commensurate with experience
Financial Delegation:	None
Non-Financial Delegation:	None
Budget Responsibilities:	None

POSITION PURPOSE

The Curator is responsible for the development and presentation of permanent, special and online exhibitions that engage a range of diverse audiences with the Melbourne Holocaust Museum's (MHM) four collections (archival, art, library, testimony) and content within MHM's remit.

KEY RESPONSIBILITIES

- Deliver high-quality, audience-led exhibitions, including researching, selecting of artefacts/testimony for display, writing exhibition text, developing interpretative materials, coordinating installation/deinstallation, managing transportation (as required) and developing exhibition documentation, meeting project timelines and milestones, within approved budgets.
- Collaborate with internal stakeholders on the development of a diverse exhibition program, including travelling, online and in-house exhibitions.
- Collaborate with internal stakeholders on preparation of project plans and budgets for exhibitions, ensuring alignment with the MHM's strategic plan.
- Collaborate with internal stakeholders on exhibition maintenance and overseeing the work of any staff or contractor with respect to maintenance, exhibition display and contractor liaison.
- Collaborate with internal stakeholders with the management of loan agreements, artist contracts, insurances and other formal documentation.
- Collaborate with internal stakeholders on the promotion of exhibitions and collections through public programming, internal and external print and digital media channels.
- Collaborate with internal stakeholders on the evaluation of exhibitions.
- Collaborate with internal stakeholders on grant applications to secure funding for exhibitions and related projects.
- Regularly review and (update) content on permanent display in line with best practice standards.
- Supervise interns and volunteers in the delivery of on-going and end-date projects, including rostering and volunteer data management in the MHM's CRM.
- Guide visitors through the exhibitions, as required.
- Assist with functions after hours, and represent the museum at events, as required.

KEY SELECTION CRITERIA

- Education/Qualifications

  - Tertiary qualifications in Museum/Curatorial Studies (essential)
  - A minimum of two years professional experience in a similar role (essential)
  - Experience in a similar organisational setting (highly desirable)

  - Knowledge of Holocaust history, or World War II history, with a preference for university level study of the Holocaust or World War II history or an understanding of the history of the Holocaust (highly desirable)

- Checks/Memberships:

  - Working With Children Check
  - Current Police Check
  - National Police Check
  - Security Check
  - First aid certification (preferred)

- Knowledge and Skills

  - Experience and proven ability in the development and presentation of permanent, special and online exhibitions that engage a range of diverse audiences.
  - Proven project management skills, with the ability to meet deadlines and work within budgets.
  - Demonstrated strong curatorial and collection management skills, including artefact handling, loan management, preservation of cultural material and understanding of conservation best practice standards.
  - Experience in supervising interns and volunteers. Understanding of cultural sensitivities related to archival and testimony collections.
  - Excellent verbal and written communication skills
  - Excellent interpersonal skills, with the capacity to build positive working relationships both internally and externally.
  - Excellent organisational skills, flexibility, and ability to manage unexpected situations effectively.
  - Ability to work collaboratively as part of a team.
  - Strong attention to detail and a dedication to data integrity.
  - Ability to cultivate and maintain relationships within the Galleries and Museum sector, and to build and maintain relationships with the community.
  - Advanced information technology skills including high level competency with Microsoft office suite and database systems.

- Personal Attributes
    - Commitment to the MHM Values
        - **Authentic** - We are true to ourselves and each other.
        - **Community Minded** - Our work is for the community and supported by the community.
        - **Ambitious** - We take our mission seriously and are driven to be successful.
        - **Courteous** - As we teach respect, we need to show it every day.
        - **Collaborative** - We create a supportive workplace that encourages teamwork.
- Passionate about joining an organisation committed to combating racism, antisemitism, and discrimination in the community.
- Commitment to occupational health and safety and risk management practices.

OTHER JOB-RELATED INFORMATION
- Details of this position description may be varied from time to time to better align with the organisational requirements for the role, this will be done by agreement with the incumbent.
- The duties undertaken within the role may differ from those penned herein, and it is expected for the incumbent to be open to and willing to take these on as organisationally required.
- Training in specific technology software may be required.
- There may be peak periods of work during which taking of leave may be restricted.
- We are a small organisation and at times all team members may be required to perform reasonable duties beyond the scope of their role.

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and Museum policy relevant to the duties undertaken, including but not limited to: Child Safety, supporting children and young people; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest; Paid Outside Work; Privacy; and Code of Conduct.