

## Manager/Curator Enjoy Public Art Gallery

### Position Description 2016

Applications should be addressed to The Enjoy Trust, [trust@enjoy.org.nz](mailto:trust@enjoy.org.nz)

**Position**

Manager/Curator

This is a fixed term contract for 3 years.

The Enjoy Public Art Gallery Trust (the Enjoy Trust)

**Purpose**

To enhance the Mission and Vision of Enjoy Public Art Gallery

**Start Date**

16-22 August, to be negotiated

**Location**

Wellington

**Hours of work**

Full Time, 40 hours per week

**Responsible To  
Summary**

Enjoy Public Art Gallery is seeking a highly motivated full-time Manager/Curator to join our small team in Wellington. Founded as an artist-run space in June 2000, Enjoy is Wellington's longest-running independent contemporary art space.

The successful candidate will be driven by a commitment to generate and facilitate contemporary art projects and to promote the discourse of contemporary art practice in all its forms. This is an exceptional opportunity to work with emerging and established practitioners within the field of contemporary art.

This position will suit someone in the early stages of their career who wants to foster innovative artistic practice both nationally and internationally. The Manager/Curator will work with the support of the Communications & Publications Manager, a team of volunteers and with the Enjoy Board of Trustees to deliver a successful programme of exhibitions, public programme events, and publications. The Manager/Curator will also have management responsibilities for employees at Enjoy. The Manager/Curator will also have administrative, personnel and budgetary responsibilities.

This is a fixed term contract that will enable the right candidate to bring their vision to the gallery, and to shape Enjoy's path for the next 3 years.

**Enjoy's Mission and Vision**

**Mission:** Enjoy generates and facilitates contemporary art projects to promote the discourse of contemporary art practice in all its forms.

**Vision:** Enjoy is liberated from commercial constraints in order to provide both emerging and established practitioners with opportunities to develop innovative work. Enjoy works to provide the necessary critical support, resources, and audience development to realise quality projects in dialogue with contemporary practice both nationally and internationally.

## **Key Responsibilities**

### **Curation and Programme Development**

- Work collegially with the Trust and staff in an open and transparent manner in order to fulfill Enjoy's mission and vision through curation, publishing and public programming.
- A large portion of the Enjoy programme is developed from an open proposal submission process with the remainder initiated, developed and researched by the Manager/Curator. This will require the ability to:
  - Generate, research, plan and implement the exhibition programme on time and within budget.
  - Develop and coordinate public programmes, events and exchanges according to strategic goals.
  - Communicate effectively and work with artists and in group situations to develop and facilitate projects on time and within budget.
  - Assist with the planning and installation of exhibitions, including ensuring that all activities adhere to Health and Safety best practice.

### **Management**

- Report to, update and debrief the Enjoy Trust monthly and as required.
- Effectively oversee all activities of Enjoy Public Art Gallery within budget and on time.
- Set and achieve goals generated by the Enjoy Trust and by yourself in a timely manner.
- Manage other employees (currently the Publications and Communications Manager) in all aspects of their role, providing leadership, support, training where needed and communicating the strategic goals of the Trust and its Mission and Vision. Train new Staff and maintain the staff handbook.
- Facilitate Enjoy openings, talks, and events in conjunction with the Communications and Publications Manager (this will require some evening and weekend work).
- Oversee the strategic development of Enjoy by developing and implementing strategic goals and plans, in consultation with the Enjoy Trust. Identify and carry out other activities that build the capability, sustainability and capacity of the organisation.
- Actively manage risks in relation to the gallery's activities according to Enjoy's Risk Management Policy and Plan, ensuring that best practice is adhered to at all times. This includes careful monitoring of the gallery's Health and Safety procedures and practices.
- Ensure documentation of all projects is completed, effectively stored and distributed as required.
- Represent the gallery in the public arena and media as needed.

### **Professional development**

- Take responsibility for professional self-improvement and development. Plan and implement your own and other team members' professional development.

## **Financial Management**

- With support from the Treasurer and accountant, ensure sound financial management is maintained. Accurately manage banking and daily accounting (issuing and payment of invoices etc.) through Xero, and manage financial data for the purposes of budgeting and projections, auditing and reporting.
- Prepare and maintain annual budgets, and detailed budgets for exhibitions, series, events and projects within agreed deadlines.
- Complete funding applications and reports within agreed deadlines.
- Proactively seek new and alternative sources of funding as well as further develop current funder relationships.
- Manage payroll, including the maintenance of leave and PAYE records.
- Accurately file PAYE, GST, and ACC payments, as well as fulfill reporting obligations to the Charities Commission.
- Produce financial reports monthly and/or when requested by the Trust.
- Implement Enjoy Trust financial initiatives as required, managing funds and fundraising for the gallery as needed.

## **Communication**

- Develop and maintain relationships with other arts sector organisations, artists and relevant business communities.
- Liaise with and report regularly to the Chair, contact person and the Trustees of Enjoy. Prepare the monthly Manager report for board meetings.
- Engage members of the public, communicating with visitors during the gallery's opening hours.
- Develop and maintain positive relationships with current and potential funders, sponsors and other stakeholders.
- Develop effective marketing strategies in conjunction with the Communications and Publications Manager.

## **Competencies**

The following attributes are preferred:

- Curatorial experience
- Knowledge of and interest in contemporary art
- A tertiary qualification in a relevant field
- Self management capability
- Strong communication skills
- Proven ability to work collegially and as part of a team

- Experience in managing/working within a small team
- Experience in successfully seeking funding and sponsorship
- Current drivers license