

## Enjoy Contemporary Art Space Position Description

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### Curator (Exhibitions & Public Programmes)

**Hours per week:** 32 hours (Tuesday to Saturday)

**Job Term:** 2 years

**Reports to:** Director and Enjoy Trust

**Starting pay:** \$23 per hour

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### Overview of Role:

This role works closely with the Director to shape the curation of Enjoy's programming, oversee a confident and inquisitive public programme of events and support day-to-day gallery operations.

The role works with artists, volunteers, performers and technicians to deliver a programme of exhibitions and public events that upholds the gallery's vision and mission. The role will suit someone who is passionate about cultivating community relationships, helping a diverse range of audiences participate and engage in contemporary art.

This is an exciting opportunity to be a core member of a small and dynamic arts team, suitable for those with interest in developing experience in contemporary arts curation, administration, education outreach and event programming.

Established in 2000, Enjoy is a leading non-profit contemporary art space located in Te Whanganui-a-Tara, Aotearoa New Zealand.

## **Vision**

Leading contemporary art practice for Aotearoa New Zealand

## **Mission**

To develop and deliver experimental art experiences

To nurture, enable and challenge contemporary art practitioners

To support, grow and extend audiences

To contribute to a diverse art community

As the Curator (Exhibitions & Public Programmes) you will play a key role in developing and implementing Enjoy's annual programme, as well as managing a range of contributors including speakers, performers, guests, volunteers and interns.

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## **Key Responsibilities:**

### **Public Programme**

- Work with the Director to programme an ambitious and varied series of events to sit alongside exhibitions
- Support and manage the planning and delivery of onsite and offsite public projects, including coordination of freight, transport, and loaned equipment for events
- Research and develop new initiatives, including working with the director to identify opportunities for larger public programme projects
- Generate learning and engagement opportunities, including exhibition tours and visiting school groups
- Liaise with and manage relationships with artists, speakers, and guests

### **Curatorial / Project Management**

- Support the programming and planning of exhibition projects
- Manage the installation of exhibitions and projects, including coordination of freight, transport, and loaned equipment

- Maintain excellent relationships with exhibiting artists, performers, external technicians and contractors
- Develop and maintain excellent relationships with arts and cultural organisations
- Oversee gallery health and safety, including monthly reporting
- Coordinate the annual Buy Enjoy Fundraiser
- Manage the loan-out of equipment to artists and community networks
- Research and develop new initiatives, including working with the Director to identify opportunities to deliver large curatorial projects

## General

- Provide general support for the everyday running of Enjoy's programme
  - Maintain an active and accurate archive of past event and exhibitions
  - Help manage Enjoy's volunteer base and internship programme
  - Be available to open and close gallery on Saturdays
  - Assist and attend public events after business hours at Enjoy or in other locations as required
  - Be willing to complete other tasks in conversation with the Trust and Director
  - Provide a high standard of manaakitanga when welcoming visitors to the gallery
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## Key Skills and Experience:

### Essential

- A proven interest and engagement with contemporary art, in both national and international contexts
- A relevant tertiary qualification in fine or visual arts, museum studies, art history, performance, or another relevant field
- Excellent computer literacy, including solid knowledge of Microsoft Office, Dropbox and Excel
- Excellent written and oral communication skills
- The ability to recruit and manage other contributors to projects, including performers, contractors, installation technicians and volunteers

- Proven exhibition installation skills
- Excellent time management skills and an ability to plan ahead within sometimes tight timeframes
- Excellent self motivation with the ability to work both independently as well as as part of a small team
- Ability to work collegially and respectfully with the Director and Trust to resolve challenges as they arise
- Knowledge of matauranga Māori and kaupapa Pasifika concepts, and ability to apply these concepts in developing programmes with and for these communities

## Desirable

- A willingness to learn and extend on relevant skills
- Ability to speak conversational te reo Māori
- Driver's license and own transport
- Experience managing small-scale public events and/or workshops
- Experience working with young people and cultural groups

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## Relationships

Internal	<ul style="list-style-type: none"><li>• Director</li><li>• Communications and Publications Manager</li><li>• Volunteers and interns</li></ul>
External	<ul style="list-style-type: none"><li>• Local, national and international arts organisations</li><li>• Writers</li><li>• Artists</li><li>• Gallery visitors</li><li>• Mana whenua</li><li>• Other Enjoy stakeholders</li></ul>