

# Enjoy Contemporary Art Space

Position description

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## Curator

<b>Hours per week:</b>	22 hours (with flexibility)
<b>Starting rate:</b>	\$ 27 per hour
<b>Job Term:</b>	2 years
<b>Reports to:</b>	Director

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

## VISION

Leading contemporary art practice for Aotearoa

## 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

The Curator is a two-year fixed term position supporting the Director in the development and delivery of Enjoy's artistic programme and general gallery operations. This role will suit someone early in their career who wants to develop curatorial and administrative experience in a dynamic environment, working with a small and committed team.

## Key Responsibilities

### Artistic and Project Management

- Assist the Director with the research and development of projects in the artistic programme
- Develop solo research and projects in the artistic programme with support from the Director

- Assist the Director in the managing, planning and installation of exhibitions and offsite projects
- Coordinate the movement of artworks to and from Enjoy, and manage loaning equipment for exhibitions and public programmes
- Work closely with the Director to maintain excellent relationships with exhibiting artists, external technicians and contractors
- Support and manage events, performances and functions
- Assisting the production of publications and timelines for publication contributors
- Contribute to researching and commissioning written responses to Enjoy's exhibition programme

### **Communications**

- Assist with editing of texts and publicity writing to support the exhibition programme
- Cultivate media relationships and relationships with writers
- Assist the Director managing and developing content for Enjoy's website
- Actively seek publicity and manage the production of promotional materials
- Help implement Enjoy's Digital Strategy and develop digital marketing strategies as appropriate
- Assist with managing Enjoy's social media accounts, mailing list and other digital platforms to a high standard

### **General**

- Assist in managing Enjoy's volunteer programme
- Events management (this will include some after hours and weekend work)
- Support the Director with the development and delivery of fundraising initiatives
- Assist with recording of performance measures and the preparation of reports
- Assist with the distribution of Enjoy publications and publicity materials
- Assist with other administrative tasks to keep Enjoy's operations running smoothly

### **Skills, experience and competencies**

- Understanding of and commitment to the principles of Te Tiriti o Waitangi
- A strong and well-developed interest in and engagement with contemporary art
- Knowledge of contemporary art practice in Aotearoa New Zealand
- Interest and experience in developing contemporary art writing or curatorial projects
- Ability to think critically and creatively, and to problem-solve
- A relevant tertiary qualification in fine or visual arts, museum studies, art history, design, or another relevant field, OR relevant experience and interest

- Writing and editing experience
- Experience using social media such as Instagram, Facebook and Twitter in a professional context
- Solid knowledge of Microsoft Office suite, Mailchimp and Adobe Suite.
- Excellent written and oral communication skills
- The ability to recruit and manage other contributors to projects, including artists, writers, designers and printers
- Excellent time management skills and an ability to plan ahead to execute tasks within sometimes tight timeframes
- Excellent self-motivation and the ability to work both autonomously, and as part of a small, energetic and committed team
- Proven ability to work collegially and to resolve challenges as they arise

**Desirable**

- Familiarity with Google Analytics
- Graphic design skills or experience

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**Relationships**

Internal	<ul style="list-style-type: none"> <li>• Director</li> <li>• Editor &amp; Archivist</li> <li>• Enjoy Board of Trustees</li> <li>• Enjoy volunteers and interns</li> </ul>
External	<ul style="list-style-type: none"> <li>• Creative New Zealand</li> <li>• Wellington City Council</li> <li>• Other funders (e.g. Wellington Community Fund, Asia New Zealand Foundation)</li> <li>• Artists</li> <li>• Education providers</li> <li>• Mana whenua</li> <li>• Students</li> <li>• Gallery visitors</li> <li>• Community groups</li> <li>• Visual arts community</li> <li>• Other Enjoy stakeholders</li> </ul>