

Position Description (Employee)

Assistant Curator

Division	City Life
Business Unit	Creative City
Grade/Band	Band 5
Date position description approved	2 December 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Assistant Curator facilitates and support the management of the City of Sydney's Civic Collection to ensure the preservation, cataloguing, interpretation, acquisition and presentation of the collection. The Assistant Curator also assists, coordinates and delivers public exhibitions, programs and tours to maximise public access to the collection.

Key accountabilities

- Assist the Manager Culture & Creativity and the City Curator in the coordination of acquisitions, gifts, exhibitions, displays, Curatorial stores/facilities and programs to ensure the effective development of the Civic Collection.
- Coordinate and deliver public programs on the Civic Collection to facilitate public access to, understanding of and engagement with the collection.
- Research, facilitate and support the management and conservation of the Civic Collection to ensure continuous improvement of the collection and its adherence to the Civic Collection Curatorial Policy and best practice.

- Research and develop written material and publications about the Civic Collection, exhibitions, displays, public programs and for the Curatorial Advisory Panel to facilitate understanding of the collection.
- Coordinate, maintain and update the curatorial information systems to ensure accuracy and integrity of data and reports.
- Develop and coordinate training and resource guides for volunteers as required, as well as related logistics to facilitate access to Sydney Town Hall and the Civic Collection.
- Coordinate meetings of the Curatorial Advisory Panel, and other relevant civic and industry functions, forums and conferences.
- Coordinate other curatorial related and unforeseen tasks as requested by the City Curator or Manager Culture and Creativity.

Key challenges

- Meeting tight deadlines, prioritising competing tasks and delivering consistent work within a high volume environment.
- Managing expectations and demands from stakeholders while maintaining effective stakeholder partnerships.

Key relationships

Who	Why
Internal	
Manager Culture & Creativity, City Curator	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Team members, project teams	<ul style="list-style-type: none"> • Collaborate with and support team members • Participate in team and project discussions and contribute to decisions regarding key projects and deliverables
City Property	<ul style="list-style-type: none"> • Provide advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Curatorial Advisory Panel, volunteers, interns	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues
Curatorial support practitioners, exhibition designers, photographers, conservators, installers, removalists	<ul style="list-style-type: none"> • Coordinate projects which support and enhance the Collection and opportunities for its promotion
Artists, vendors	<ul style="list-style-type: none"> • Communicate needs, facilitate business transactions and resolve issues • Coordinate public displays and programs of the Civic Collection

Who	Why
	<ul style="list-style-type: none"> • Monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

The position is accountable to take any reasonable action to support the management and provide access services to the Civic Collection, providing the actions are consistent with the responsibility of the position.

Reports to

Manager Culture & Creativity

City Curator

Essential Knowledge, Skills & Experience

- A relevant degree qualification in art history, museum studies, curatorship or cultural heritage management; or equivalent relevant work experience.
- Demonstrated knowledge of and experience with accepted international collection management (gallery or museum based) practices including database management.
- Demonstrated experience working with decorative and visual arts, as well as items of historical and heritage significance.
- Proven experience in undertaking research for publications, museum or gallery resources, and public programs.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Intermediate
	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Adept
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Foundational
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
Resources	Finance	Foundational
	Technology and Information	Adept
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Communicate and Engage Respectfully	Intermediate	Focuses on key points and communicates in 'Plain English' Clearly explains and presents ideas and technical information Monitors own and others' non-verbal cues and adapts where necessary Listens to others when they are speaking and asks appropriate, respectful questions Shows sensitivity in adapting communication content and style for diverse audiences
Community and Customer Focus	Adept	Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer focused services

		<p>Listens to customer and community needs and ensures responsiveness</p> <p>Builds relationships with customers and identifies improvements to services</p> <p>Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</p>
Results Think and Solve Problems	Intermediate	<p>Gathers and investigates information from a variety of sources Questions basic inconsistencies or gaps in information and raises to appropriate level Asks questions to get to the heart of the issue and define the problem clearly</p> <p>Analyses numerical data and other information and draws conclusions based on evidence Works with others to assess options and identify appropriate solutions</p>
Resources Technology and Information Procurement and Contracts	Adept Adept	<p>Selects appropriate technologies for projects and tasks</p> <p>Identifies ways to leverage the value of technology to achieve outcomes</p> <p>Ensures team understands their obligations to use technology appropriately</p> <p>Ensures team understands obligations to comply with records, information and knowledge management requirements</p> <p>Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</p> <p>Delivers open, transparent, competitive and effective procurement processes</p> <p>Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</p> <p>Takes appropriate actions to manage and mitigate procurement and contract management risks</p>