



POSITION DESCRIPTION

EXHIBITIONS CURATOR

The Exhibitions Curator ensures the exhibition Galleries, Ground Floor Exhibition space, outreach and online exhibitions are professionally run, meet best practice industry and accessibility standards. The position requires creative vision and ability to imbue an atmosphere of positive experience, and understanding of far north Queensland diverse history and heritage with exhibitions that are innovative and inspire locals and visitors alike. The position liaises with a broad range of stakeholders, both internal and external, including: colleagues, volunteers, installers, marketing, contractors, Cairns Regional Council, exhibiting curators, community groups, and museum guests. The role contributes to initiatives that support the Cairns Historical Society vision and strategic goals.

Reports to:	Executive Officer		
Award	Amusement, Events and Recreation Award 2020		
Classification:	GRADE 7	Employment type:	Part time
Employment basis:	Fixed Term (or as otherwise agreed)	FTE (if part time)	0.6 FTE
Probity checks required:	Police check	Working with children check	Current Drivers Licence
Special conditions:			
Right to Work	Employment at the Cairns Historical Society is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
Location	School of Arts Building, Cairns City	Position code:	TBC

About Cairns Historical Society

The Historical Society Cairns North Queensland Inc. (the Society) makes the history of Far North Queensland accessible for current and future generations to come. The Society is a not-for-profit Incorporated Association governed by an elected Board of Directors and managed by staff and volunteers.

The Cairns Historical Society is the keeping place for the community's regionally significant collection of over 100,000+ items, including archives, images and objects as well as digital content, from the Cairns district, and across far north Queensland. The Cairns Historical Society covers an area from Cardwell to Normanton and up to the Torres Strait. The Society aims to make its collection and stories discoverable and accessible to the community and visitors alike. It manages the collection using professional and best practice collection and conservation standards, for the benefit of future generations to come.

The Cairns Museum showcases material from the Cairns Historical Society collection and is the most recognisable face of the Cairns Historical Society. It showcases the district's history and heritage from past to present: from First Nation culture, settlement and resource development through to its role as a leading tropical city. In addition to the permanent galleries and retail offering, the Cairns Museum has an active educational program and supports in-house, community and travelling exhibitions through its gallery space, the Ground Floor Gallery.

The Society receives annual operational funding from Cairns Regional Council and it proudly acknowledges this support which enables the Society to collect, conserve, promote, and engage with locals and visitors alike to learn and appreciate Cairns' unique history and heritage.

Vision

Our vision is to Grow a vibrant, inclusive and professional cultural organisation that provides best practice exhibitions, collections management, research and conservation services, and which is accessible, responsive and engaging for local residents, children and audiences from around the world.

Mission

Our mission is to:

- Collect, preserve and share a collection of documents, images and objects that are significant to the history of Cairns and Far North Queensland.
- Curate and manage a leading museum and cultural tourism experience in Far North Queensland.
- Recruit, train and enhance the skills and wellbeing of all staff (paid and volunteer)
- Enable FNQ history, heritage, educational and creative projects with locals and visitors from around the world by providing expertise and a quality and accessible collection.

Organisational Values

Inclusive	Collecting, preserving, interpreting, and engaging in history that honours the Traditional Owners of Far North Queensland, builds community identity, is representative of the region's diverse community and heritage, and which is accessible.
Professional	Demonstrating a commitment to best practice industry standards and conduct in all aspect of CHS work to endure it recognised for its expertise , effectiveness and integrity.
Respectful	Managing historical collections, and the people that engage with them, with dignity and respect, adhering to a code of conduct and cultural protocols.
Innovative	Embracing creative partnerships, opportunities and technology to design, develop and deliver programs and ensure the CHS continually evolves.

Strategic Overview

Our strategic focus for the next four years is encapsulated in five strategic areas supporting our vision and mission:

1. Tropical Collections & Research
2. Digital Gateways
3. Engagement & Learning
4. Governance
5. Growth and Development

Team Structure

Number of direct reports:	No staff reporting to position.
Number of indirect reports:	Supervises Volunteers

Key Relationships & Interactions

Internal	External
<ul style="list-style-type: none">● Executive Officer	<ul style="list-style-type: none">● Cairns Regional Council
<ul style="list-style-type: none">● Board Cairns Historical Society; Collections Officer, Accounts, Marketing and Sales	<ul style="list-style-type: none">● Contractors e.g. Audio Visual, Installers, Painters
<ul style="list-style-type: none">● Front of House, Volunteer Coordinators, other staff	<ul style="list-style-type: none">● Community Members and visitor guests
<ul style="list-style-type: none">● Volunteer Team leaders	<ul style="list-style-type: none">● Aboriginal and Torres Strait Islanders
<ul style="list-style-type: none">● Volunteers teams	<ul style="list-style-type: none">● Historical Societies and Cairns Historical Society and Museums
<ul style="list-style-type: none">● Contractors (IT & Marketing)	<ul style="list-style-type: none">● Universities & Research Institutes
<ul style="list-style-type: none">● Cairns Historical Society Members	<ul style="list-style-type: none">● District Curators, Library Networks, Visiting Researchers & School Work Experience students.
	<ul style="list-style-type: none">● Other Government Bodies (MDO)

Key Accountabilities

1. EXHIBITIONS

- 1.1 Manage Cairns Museum's permanent exhibitions and associated multimedia and infrastructure including maintenance, monitoring and annual cleaning.
- 1.2 Research, develop and curate a professional, relevant and creative temporary exhibition schedule of inhouse exhibitions, collaborative community exhibitions, and external touring exhibitions for Cairns Museum's Ground Floor Gallery.
- 1.3 Manage the design and installation of all temporary exhibitions to a high standard and within budget, and coordinate all stages of installation.
- 1.4 Innovate and grow the Ground Floor Gallery's reputation through creative onsite, outreach, and online programs.
- 1.5 Manage all aspects of Cairns' Museum's exhibition loans and associated administration, including transportation, condition reporting, acknowledgements, insurance and return.
- 1.6 Ensure all collection management, exhibition design, installation, labelling, handling and storage is undertaken in line with best practice museum standards.

2. PUBLIC PROGRAMS

- 2.1 Research, develop and write engaging stories of north Queensland's social history.
- 2.2 Provide curatorial content & support for social media, media and website including blogs/media release/ Facebook and Instagram.
- 2.3 Ensure consistent brand management at all times.

3. INTERNAL OPERATIONS

- 3.1 Provide AV technical and set-up support and troubleshooting for exhibitions, Cairns Museum displays and education/public programs.
- 3.2 Provide daily operational support to team as required and/or as directed.
- 3.3 Provide Executive support and/or other duties as required including contributing to monthly reporting, review gallery processes and procedures and prepare information required for venue performance reporting.
- 3.4 Develop First Nation Exhibition protocols and processes in line with best practice museum standards.
- 3.5 Ensure compliance with relevant legislation, regulations and standards including the Cairns Historical Society's Code of Conduct, suite of Policies and Procedures and reporting documents.
- 3.6 Ensure loans, licences and Agreements are up to date for exhibitions and Cairns Historical Society Collection.

4. CULTURE AND LEADERSHIP

- 4.1 Actively encourage the vision, values, principles and practices of Cairns Historical Society and promote a productive, creative and inclusive exhibition environment.
- 4.2 Lead volunteers associated with the delivery of Cairns Museum Ground Floor Gallery exhibition schedule.
- 4.3 Contribute to the safety culture of Cairns Historical Society by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all in house WHS policies and/or procedures and guidelines.

Success Profile – Selection Criteria	
1	Qualifications and / or Licences
1.1	Tertiary qualifications and/ or equivalent experience in Museum Studies, Exhibitions or Curatorial role or other relevant equivalent experience deemed to be appropriate
1.2	"C" Class Licence
2.	Experience and knowledge
2.1	Demonstrated experience working with collections or in a gallery environment with knowledge and awareness of best practice museum standards, exhibition installation, WHS safety, and object handling.
2.2	Experience managing incoming and outgoing loans.
2.3	Demonstrated experience in developing, managing, curating and installing creative and successful onsite and offsite museum exhibitions.

2.4	Demonstrated experience working with a range of creative professionals and/ or community groups, to deliver gallery and exhibitions and/or interpretive programs.
2.5	Demonstrated experience in managing and coordinating small teams or contractors.
2.6	Experience with consistent brand messaging and developing dynamic social media content.
2.7	Experience developing, implementing and managing exhibition calendar and budgets.
2.8	Demonstrated experience with Aboriginal and Torres Strait Islander communities and possess cross-cultural competency; awareness, attitude, knowledge and skills.

3.	Skills
3.1	Excellent written and verbal communication skills with the ability to write and prepare interpretive exhibition panels, newsletters, blogs and exhibition talks for an audience of diverse age/ gender/ culture.
3.2	Demonstrated computer skills, knowledge and experience with Word processing, Excel, databases and catalogue software as well as experience in technical, graphic and multimedia storytelling.
3.3	Knowledge of, or ability to gain knowledge of, First Nation protocols in museum, exhibition and collection management.
3.4	Demonstrated ability to write, and successfully obtain, grant funding for exhibition projects.
3.5	Demonstrated ability to manage work priorities in high-pressure situations and with limited resources.
3.6	Excellent personal time management, analytical and organisational skills with ability to prioritise competing tasks.
4.	Personal Attributes
4.1	Highly developed interpersonal skills and able to participate and contribute to positive team environment and workplace culture.
4.2	Demonstrated ability to initiate and work flexibly, independently or as part of team.
4.3	Demonstrated strong commitment to work cooperatively and collegially with team to resolve issues and conflicts.
4.4	Demonstrated ability to offer creative and innovative solutions to build mutually beneficial relationships with colleagues, researchers and other stakeholders.

Performance Development Plan

Within three months of commencement with the Society, each new employee develops a Performance Development Plan (PDP). The PDP includes the Performance Plan; business results, KPI's and behaviours and the Learning and Development Plan; skills, knowledge and experience required to improve or optimise performance. Both are discussed, agreed and recorded. There is both a mid-cycle and annual review discussions held between the employee and their direct supervisor.

Physical elements and requirements

Please refer to the Job Analysis document.

Scale Rarely (0 – 15%) Occasionally (16-45%) Frequently (46 – 100%)

Work Environment

Indoor	Frequently	Outdoor	Rarely
High Temperature	Rarely	Low temperatures	Rarely
Loud noises	Rarely	Fumes	Rarely
Working with animals/wildlife	Rarely		

Physical Demands

Standing	Frequently	Working at heights	Rarely	Repetitive hand work	Occasionally
Sitting	Occasionally	Walking	Frequently	Heavy lifting(>15kg)	Occasionally
Driving	Rarely	Bending	Rarely		

Use of office equipment

Telephone	Occasionally	Printer/ photocopier	Rarely
Lap top/ Desktop	Frequently	Telephone headset	Rarely

Declaration (to be signed by successful applicant only)

I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.

Name:	
Signature:	
Date:	

Document Control

Prepared by:	Executive Officer -Sandi Robb	Date:	12/07/2024
Reviewed by:	ParisiFoleyLaw	Date:	25/07/2024
Appointment Approved by	Board Committee	Date:	