

**Job Description: Assistant Curator/Administrator (12 Months Fixed Term - .8FTE)**

**Role:**

The Assistant Curator/Administrator will provide essential support to the management team at the Invercargill Public Art Gallery. Working as a key member of a small team, the Assistant Curator/Administrator will be required to undertake a wide range of tasks including exhibition and collection based projects, as well as overseeing day to day administration.

**Qualifications, Knowledge and Experience:**

- Bachelors degree in Fine Art, Art History or Museum Studies
- Broad knowledge of visual and/or applied arts
- Demonstrated experience in a gallery/museum based administrative role

**Key Responsibilities:**

- To assist in the curation of exhibitions, including the safe handling and installation of art works, completion of condition reports, the development of exhibition collateral, researching and verifying information, liaising with artists, lenders and donors and other administrative based tasks as required.
- To assist with the packing, transportation, unpacking and storage of art works
- To develop an in-depth knowledge of the IPAG collection and assist with the research and maintenance of collection records and database
- To act as first point of contact for visitors to the gallery and provide information about the gallery and the art on display in a professional manner.
- To ensure good communication with the Gallery's supporters and stakeholders by: maintaining and updating the gallery's website and Facebook page, maintaining and updating the gallery's enews contact list, and assisting management in the construction and distribution of both Spark and mailchimp newsletters.
- To conduct gallery visits/tours with groups when requested
- To assist at public events and exhibition openings as required
- To prepare fortnightly time sheets for staff
- To collect mail from PO Box and distribute accordingly
- To ensure all invoices are scanned, saved and emailed to the Treasurer weekly
- To ensure petty cash records are up to date
- To ensure stationery and office supplies are in stock
- To monitor the gallery's email accounts and respond accordingly
- To be responsible for the opening and closing of the gallery

**Skills and Abilities**

- Excellent written and verbal skills
- Excellent organizational skills, with a proven ability to prioritise and manage completing priorities
- Strong interpersonal skills
- Highly motivated with the ability to use initiative and work in a team
- Flexible and able to work the occasional evening and weekend when required
- IT Literacy
- Ability to work under pressure, follow instructions, meet deadlines and retain an excellent attention to detail
- Ability to exercise discretion and confidentiality at all times

**Key Relationships**

Manager/Curator

Assistant Manager/Curator

IPAG Staff

IPAG Society Members

Invercargill City Council

Arts Community

**Reports to:**

Manager/Curator