

Position Description

Title:	Artistic Director
Reporting to:	Executive Director
Location:	Based at 13 Reeves Road, Pakuranga, Auckland. The role will also work across the wider Tāmaki Makaurau Auckland.
Contract:	Fixed Term 3 Year Contract Position
Salary:	The salary for this role is contingent on experience
Holidays:	20 days per annum annual leave plus public holidays
Hours:	40 hours per week, 8.30am-5pm Monday to Friday plus events as required

To Apply

Please email a CV and covering letter to jobs@tetuhi.org.nz.

About the Role

This is an exciting opportunity for a dynamic arts professional with proven leadership and management skills, and significant curatorial experience. The Artistic Director leads the delivery of the exhibition programme for Te Tuhi. Working alongside and reporting to the Executive Director, you will provide artistic direction and leadership to all aspects of Te Tuhi's work.

You will have proven curatorial ability and programming skills, along with excellent knowledge of contemporary art, internationally and nationally, and general knowledge of curatorial developments. You will respect and work with New Zealand's culturally diverse communities, understand our relationships in the Asia-Pacific region, and honour the Treaty of Waitangi as the nation's founding document. The role affords a unique opportunity to explore a range of themes. Your ability to do this while linking artistic investigation to the diverse cultural contexts of Auckland is critical to this role.

You will curate and manage a minimum of twelve exhibitions a year, sited both within the Te Tuhi premises in Pakuranga and throughout Auckland. At least half of the artworks exhibited will be new commissions and the programme will maintain a balance of national and international artists, and will address relevant socio-political issues that will engage and inspire the public of Auckland.

You will sustain Te Tuhi's reputation for high quality installations and international exhibition standards. You will maintain positive, collaborative artist relationships by prioritising artists' needs and by seeking opportunities to extend their practices.

You will encourage new audiences, the general public and the schools sector to engage with the ideas of artists. You will keep abreast of current practices both nationally and internationally.

Project management, planning and communication skills are critical to this role. Exhibitions will be finalised 6 – 12 months in advance and you will deliver relevant materials to the exhibitions and education teams in a timely and efficient manner. You will be responsible for the largest cost centre at Te Tuhi and financial management and budget forecasting skills will be fundamental requirements for the curatorial role. You will be entrepreneurial, creative and resourceful with budget planning.

Job Description

RESPONSIBILITIES

Exhibition delivery and management

- Research, develop, manage and deliver Te Tuhi's nationally and internationally relevant slate of art exhibitions, events, and public programmes.
- Commission and support production of new work.
- Plan and supervise exhibition installations.
- Lead the management and delivery of publications for the programme, including the development, writing, commissioning, editing and proofing of such publications.

Communication and Audience engagement

- To lead tours and give public presentations on the exhibitions programmes.
- Contribute to attracting visitor figures in excess of 150,000 per annum.
- With the Marketing & Communications Coordinator, produce interpretation materials for exhibitions in a variety of formats (including web based materials)
- Collaborate closely with the Schools Educator and Marketing & Communications Coordinator to develop education and promotion material and programmes in support of the exhibitions.
- Regularly brief and deliver training to front of house staff.
- Commission and oversee the design of mastheads, vinyl signage, interpretation materials for gallery walls, and advertising.

Leadership, operational and financial management

- Sustain national and international networks with artists, gallerists, academics, collectors, funders and other institutions to develop working relationships beneficial to Te Tuhi and its audiences.
- Attend openings, conferences and events to represent Te Tuhi, deputising for the CEO if required.
- Contribute to the annual cycle of art-related strategic planning and review and develop artistic programme strategies and policies.
- Contribute to the preparation of stakeholder reports, working in partnership with the CEO.
- Oversee exhibitions budgets and take responsibility for the production of budget reports.
- Identify sources of funding for the exhibitions programme, prepare funding applications and proposals to potential sponsors and donors, and ensure reporting conditions are met.
- Contribute to developing fundraising opportunities from individuals including Members/Friends/Patrons schemes, providing events, talks, and tours as necessary.
- Participate in generic training and development activities as required including the training and development of colleagues.
- To undertake any other duties commensurate with the level of the post, as may be reasonably required.

Person specification

Qualifications

1. Post-graduate diploma or greater in a relevant subject, e.g. art history, curatorial studies, museum studies or fine arts/visual arts, or equivalent level of experience.

Knowledge, experience and interests

2. Proven curatorial ability and programming skills with demonstrable experience in the development, management and delivery of successful exhibitions, public programmes and publications.
3. Excellent knowledge of contemporary art, internationally and nationally, and general knowledge of cultural developments.
4. Proven ability to collaborate with artists, galleries, guest curators and external institutions on the production of major new exhibitions.
5. Knowledge of best practice in contracting with and employing artists.

Role specific competencies

6. Proven spatial and visual understanding of issues involved in the display of works of art in a public gallery, including functional operations.
7. Excellent writing skills, including the capacity to write texts for a specialist readership as well as accessible texts for a general public.
8. Evidence of commitment to original scholarship with a record of research and publication.
9. Good verbal, listening and presentation and public speaking skills.
10. Experienced facilitator with ability to manage different types of relationships.
11. Knowledge of funding sources and demonstrable experience of working productively with donors.
12. Proven effective budget, scheduling, and systems management skills.
13. Proven ability to supervise, lead, and develop staff.
14. Practical knowledge of and ability to facilitate and oversee exhibition design and installation.
15. Ability and willingness to travel and to attend out of hours functions, as required.
16. Commitment to Te Tuhi's diversity and audience development objectives.

General competencies

17. Demonstrates honesty and integrity, earning trust and maintaining confidence.
18. Brings new ideas to the gallery, and demonstrates tenacity and willingness to get the job done.
19. Able to adjust to changing priorities and cope with complexity.
20. Works well in a team, establishes collaborative working relationships.
21. Excellent IT skills including Microsoft Office suite of programmes and design/presentation packages.
22. Willingness to understand and engage with Treaty of Waitangi principles, including commitment to promote te reo Māori and provide opportunities for Māori development.

You acknowledge that your role may develop to include other tasks that we may reasonably ask you to complete in addition to those listed above.