



**NATIONAL CHINESE MUSEUM OF AUSTRALIA LTD**  
**Trading as GOLDEN DRAGON MUSEUM**

**POSITION DESCRIPTION**

<b>Position Title:</b>	Curator
<b>Job Type:</b>	Three-year fixed contract
<b>Work site:</b>	Golden Dragon Museum, 1-11 Bridge St, Bendigo
<b>Hours of Work:</b>	38 hours per week, Monday - Friday 9.00am to 5.00pm Some weekend and out of hours work will be required.
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Award:</b>	Not applicable
<b>Date of Appointment:</b>	

**SUMMARY**

Golden Dragon Museum (GDM) is the Chinese cultural centre of Australia. Opening in 1991 the Museum exists to document, interpret, and preserve the Chinese heritage in Australia on a not-for-profit basis. Visitors attend the Museum to view the prestigious collection and to learn about Bendigo Chinese and Chinese culture and multiculturalism in Australia. The Museum hosts a diverse range of visitors from locals and school groups to tourists from across Central Victoria and further afield. The Museum runs a souvenir shop for visitors to purchase a range of goods related to their cultural experience as well as the Community Engagement Program made up of Associated Activities and the Education Program. The Museum's restaurant Emperor's Dragon is run by a third-party.

The Museum team is comprised of a small group of professional staff and volunteers and is led by the CEO. The team is collaborative, nimble, ambitious, and embraces the busy atmosphere.

This new position is designed to engage, work with and develop the Museum's exhibitions and collection and in turn support the Community Engagement Program specifically through delivering the Exhibition Redevelopment Project.

Funding to enable the creation of this new fixed-term role has been made possible through generous local donors.

**EXHIBITION REDEVELOPMENT PROJECT**

Golden Dragon Museum's collection is the largest and most significant collection of Chinese heritage and cultural material in Australia. The collection has over 30,000 objects including those made of ceramics, wood, textile, metal, stone, works on paper, photographs, and other memorabilia and ephemera. At its core are three Imperial Processional Dragons and their regalia which complement public interest in the Chinese culture in Bendigo from the mid-1800s.



Golden Dragon Museum has recently developed an Interpretive Plan. This Plan informs the curatorial and collection themes, directions and priorities over the short and medium term. Through its narrative and recommendations, it aims to strongly position the Museum's collection, its exhibitions and their development in preparation for a planned major Museum Redevelopment Project that is hoped to be undertaken in the next 3 – 5 years.

## **POSITION OBJECTIVES**

The Curator has operational responsibility for the Museum's exhibition program (permanent, temporary and touring) and, in liaison with the Collections Manager, its collection. The Curator will deliver an Exhibition Redevelopment Project over the next three-years. By working to exhibit, interpret and develop the collection, this role ultimately enriches the cultural significance of the collection and ensures its continued relevance locally, regionally, and internationally.

The Curator has no direct reports although the incumbent may establish and develop a group of volunteers to support their efforts. The Curator will work closely with the Collections Manager and Research Officer including collaboration on shared and/or joint projects.

## **POSITION RESPONSIBILITIES**

### Key Performance Areas

- KPA1 Exhibition planning, development and delivery
- KPA2 Finance, Risk and Security
- KPA3 Delivery of the Community Engagement Program
- KPA4 Implementing Workplace Practices and Standards

### KPA1 Exhibition planning, development and delivery

- 1.1 Plan, develop and deliver the Museum's exhibitions including permanent, temporary and touring exhibitions. It is anticipated that at least 5 temporary exhibitions and 1 touring exhibition will be delivered over the term of this contract. Some of these are already in development.
- 1.2 Develop and implement policies, procedures, and standards to deliver high quality and accurate exhibition administration including research, object selection, loans, exhibition design, installation, lighting, catalogues, labels and other exhibition publications and insurance.
- 1.3 Identify and manage legislative and best practice responsibilities relevant to exhibitions and related areas.
- 1.4 Accession, register, catalogue, condition report and otherwise document exhibitions and the collection.
- 1.5 Assist in managing, maintaining, and developing the collection management databases (including EMu and others).
- 1.6 Work with the Collections Manager to plan and implement exhibition-related projects to achieve the goals of the Collection Redevelopment Project including maintaining MAP accreditation.



金龍博物館

- 1.7 Manage ongoing training in exhibition-related tasks such as object handling, installation and lighting for staff, volunteers, interns, and work experience students.

#### KPA2 Finance, Risk and Security

- 2.1 In consultation with the CEO, develop forward plans and budget recommendations for exhibitions and curatorial activities including special projects and capital expenditure.
- 2.2 Contribute to the development and implementation of collection security systems across all collection stores and exhibition locations.
- 2.3 Support the CEO in seeking, sourcing and securing funding, grants and donations in support of the collection, exhibitions and related activities.
- 2.4 Respond to collection emergencies according to established emergency response procedures.

#### KPA3 Support of the Community Engagement Program

- 3.1 In collaboration with the Collections Manager and Research Officer, help to develop and deliver the community engagement program that showcases, promotes and supports the Museum's Exhibition Program of permanent, temporary and touring exhibitions.
- 3.2 Conduct research including audience analysis, public feedback and market research to inform the development of exhibitions, associated activities and the education program, and related museum projects.
- 3.3 Provide exhibition and collection-related content for the Museum's website and social media.
- 3.4 In collaboration with the Collections Manager and Research Officer, respond to public enquiries in a timely manner.
- 3.5 Conduct tours, talks, workshops etc relating to exhibitions, displays and the Precinct including delivering elements of the Community Engagement Program.
- 3.6 Liaise and collaborate with artists, creative people and staff in regional, state, and national museums and other institutions, to further develop and enhance the Community Engagement Program and associated projects and activities, as required.

#### KPA4 Implementing Workplace Practices and Standards

- 4.1 Participate in the induction, training and mentoring of new and existing staff and volunteers as required.
- 4.2 Promote and embody high professional standards of curation and security.
- 4.3 Liaise with the CEO, Collections Manager and Research Officer regarding work activities required for volunteers.
- 4.4 Supervise work teams of volunteers on special projects.
- 4.5 Ensure housekeeping standards are kept so that all work areas are presented neatly and professionally.



館 物 博 龍 金

## **SKILLS, QUALIFICATIONS AND BEHAVIOUR**

### **Required Skills and Qualifications:**

- Tertiary qualification in a related field (e.g. art history, cultural studies, art curatorship, fine arts, arts and cultural management, conservation).
- A proven and strong track record of at least 3 – 5 years curating high quality, impactful exhibitions, from concept to realisation, preferably within a collecting institution or similar setting.
- A proven, strong track record of inclusive curating practice, including a focus on delivering meaningful audience outcomes and the implementation of co-curatorial and/or community consultation best practice.
- Experience working with a range of stakeholders in a complex stakeholder environment.
- Strong track record of engaging a wide range of audiences using evaluation and testing, and storytelling approaches and skills.
- Track record of producing accurate and timely curatorial administration and project management documentation.
- A deep understanding of international museum standards and practices supported by demonstrable relevant experience.
- Demonstrable high-level skills in using the Windows Office Suite especially, Word, Outlook, Excel and PowerPoint, and experience with museum database programs (Emu or similar).
- Commitment and understanding of the role museums play in preserving cultural heritage and communicating its significance to the wider community.
- Experience in writing, planning, and delivering presentations on technical subjects. Willingness and ability to adjust presentations to meet audience needs and technical proficiency.
- Demonstrable ability to supervise and train other staff and volunteers.
- Demonstrable sound knowledge of, and ability to maintain, OHS standards in the workplace.

### **Highly Desirable Skills and Qualifications**

- A strong understanding and deep appreciation of Chinese heritage and cultural practices ideally including processional dragons, their regalia, and associated rituals.
- A working knowledge of Cantonese (spoken and written) and/or Mandarin (spoken and written).
- Experience in successfully working cross-culturally, with a community focus and with people from a broad range of backgrounds.
- Experience in successfully working as part of a small dynamic team including professional staff and volunteers.
- A current and valid First Aid qualification and/or willingness to obtain.

### **Behavioural Requirements**

- Personal conduct which conforms with:
  - Golden Dragon Museum policies and procedures, including the Code of Conduct.
  - Equal Opportunity and anti-discrimination legislation and requirements.
  - Occupational health and Safety (OH&S) legislation and requirements, including but not limited to performing all work with a safety-first approach.



金龍博物館

- An ethical commitment to continuous improvement.
- Effectively contribute to the Golden Dragon Museum team, including working both cooperatively and autonomously as and when required.

#### **EMPLOYMENT CHECKS**

- A satisfactory police record is a mandatory employment condition.
- A current Working with Children Check is a mandatory and ongoing condition of employment.

#### **SPECIFIC HEALTH AND SAFETY REQUIREMENTS**

- The collections are located in various locations throughout the Museum. The incumbent must be physically capable of climbing ladders, stairs, and ramps not accessible by lifts or the general public and negotiating uneven surfaces.

<b>Employee name and signature</b> (Please print)			
<b>CEO signature</b>		<b>Date</b>	