

Adderton: house & heart of mercy is a unique cultural space that uses art to highlight the work of the Sisters of Mercy Brisbane Congregation and to explore topics of justice and other current social issues.

- **Assistant Curator**

Reporting to the Curator and joining a small and vibrant curatorial team, this new 6 month, part time (22.6 hours per week over 3 days), position will provide research and support to curatorial projects and contribute to the development of ideas and project management of exhibitions.

Applications

All applicants are requested to submit a maximum (2) page Expression of Interest plus a resume to Ms Linda Phillips, Curator, **Adderton: house & heart of mercy** at admin@adderton.org.au. Expressions of Interest should address the selection criteria outlined in the Position Description below.

Sisters of Mercy Brisbane Congregation is committed to child safeguarding and takes a zero tolerance to child abuse. As an employee of the Sisters of Mercy Brisbane it is a requirement to uphold and adhere to child safeguarding practices and requirements and to hold or obtain a positive notice Blue Card.

Applications close Monday, 2 November 2020.

If you have any questions about this role please contact Linda Phillips at **Adderton: house & heart of mercy**.



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

POSITION	Assistant Curator
TYPE	Temporary part-time
LOCATION	Adderton: house & heart of mercy; 547 Ann Street, Brisbane
APPOINTED BY	Congregation Leader
REPORTS TO	Curator, Adderton: house & heart of mercy
SUPERVISES	N/A
INDIRECT RELATIONSHIPS	Adderton staff; Sisters of Mercy Brisbane Congregation staff
FINANCIAL DELEGATION	N/A

PURPOSE OF THE POSITION

The purpose of this position is to enable the achievement of Adderton's goals by initiating, developing and presenting engaging exhibitions, displays, installations and site interpretation elements that engage visitors in the Mercy story and increase awareness of social issues.

ORGANISATIONAL ENVIRONMENT

The Brisbane Congregation of the Sisters of Mercy is a group of Catholic women religious founded in Brisbane in 1861. The Sisters draw their inspiration from Catherine McAuley who founded the Sisters of Mercy in Ireland in 1831 and Mother Vincent (Ellen) Whitty who founded the Brisbane Congregation. Together with their partners in Ministry the Sisters have and continue to respond to the needs of those experiencing poverty, disadvantage and exclusion through a commitment to mercy, compassion and justice.

Staff of Congregation Office and its associated sites provide services and support to the Congregation Leadership Team in its leadership and trusteeship of the Congregation and its stewardship of the Sisters of Mercy resources. The responsibilities and accountabilities of all roles are underpinned by Gospel values and Catholic traditions, the vision, mission and ethos of the Sisters of Mercy, Brisbane and Congregation Leadership Team approved plans, policies, procedures and practices.

Adderton: house & heart of mercy is a new initiative of the Brisbane Congregation, located in the historic All Hallows' Convent in Brisbane's CBD. The convent has been the mother house of the Congregation since 1863 and the work of the Sisters have flowed from this site for nearly 160 years, positively impacting education, healthcare and welfare. Adderton is a new space for the community that explores concepts of justice and mercy through art, ideas and reflection. The convent is being extensively refurbished to create vibrant, multi-use spaces for the public as well as ensuring universal access standards throughout.

A small curatorial, production and public programming team creates and presents an annual calendar of exhibitions, displays, installations and activities that promotes the spirit of mercy through a focus on learning, justice, engagement, hospitality and reflection.

KEY PERFORMANCE AREAS	REQUIREMENTS AND RESPONSIBILITIES
1. Mission, Vision and Values	<ul style="list-style-type: none">Execute the duties and functions of the role within Gospel values and Catholic traditions, and the vision, mission and ethos, of the Sisters of Mercy, BrisbaneParticipate in mission formation programs and activities as required

Approved By (Name and Position): Sr Catherine Reuter, Congregation Leader

Signature:

Approval Date:

15 October 2020



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

KEY PERFORMANCE AREAS	REQUIREMENTS AND RESPONSIBILITIES
2. Service Delivery	<ul style="list-style-type: none">• In consultation with the Curator and other internal and external stakeholders, identify stories and themes relating to Adderton's vision and purpose, and build exhibition, display, installation and interpretation concepts that engage visitors in that story/theme. Exhibitions should be highly innovative and community-responsive and position Adderton as an exciting and unique place of creative activity, ideas generation and reflection• Ensure the story of the Sisters of Mercy in Queensland is located in a broad historical and contemporary context, and offer creative approaches to accessing and promoting diverse aspects of the Mercy story• In consultation with the Curator, manage all aspects of the curatorial process from ideas generation, commissioning/sourcing content, design development, writing interpretative material• In consultation with the Curator, manage all aspects of the exhibitions lifecycle including budget, contract negotiation, graphic design, space/furniture design and layout, transport, condition reporting, installation/deinstallation and analysis/reporting• Build and manage relationships with creative practitioners, including artists, designers, filmmakers, educators, etc. and maintain ongoing, positive partnerships with a wide range of stakeholders• Work with the Curator and Communications Coordinator to build key messages and external communications tactics for exhibitions and associated activities.
3. Quality, Compliance and Risk	<ul style="list-style-type: none">• Participate in relevant committees or working parties as directed by the relevant manager/supervisor or requested by the Congregation Leader• Comply with relevant Congregation Office policy and procedures performing duties in accordance with organisation requirements• Participate in the development, review and evaluation of relevant policies and procedures
4. Personal Performance and Professional Development	<ul style="list-style-type: none">• Exhibit in all personal and professional behaviours, the core values and underpinning philosophy of the Sisters of Mercy, Brisbane Congregation Office• Undertake professional development as required• Participate in all relevant and mandatory training and development programs organised by the Sisters of Mercy Brisbane, including workplace health & safety
5. Workplace Health & Safety	<ul style="list-style-type: none">• Adhere to safe work practices at all times• Comply with Sisters of Mercy Congregation Office Workplace Health and Safety policies and procedures and all safe operating procedures and protocols• Promote the management of hazards, reporting incidents and hazards immediately and in line with organisation procedures

Approved By (Name and Position): Sr Catherine Reuter, Congregation Leader

Signature:

Approval Date:

15 October 2020



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

QUALIFICATIONS, COMPETENCIES AND ATTRIBUTES

Required to have	Beneficial to have
<ul style="list-style-type: none">• An A-class Queensland Driver's License• Ability to pass relevant and legislative probity checks• Qualifications and/or considerable experience in curatorship, exhibitions project management and/or heritage interpretation• Ability and willingness to work flexibly and after hours if occasionally required	<ul style="list-style-type: none">• Experience working in a small, multidisciplinary team that produces a wide range of engagement activities for varied audiences and communities of interest• Understanding of and empathy for disadvantaged and marginalised people, and a drive to present creative responses to justice issues• Knowledge of the Australian visual arts and heritage landscape• A working knowledge of Adobe Creative Cloud

KEY SELECTION CRITERIA

1.	Demonstrated understanding of and/or capacity to understand, work within the mission, vision and values and contribute to the culture of the Sisters of Mercy Brisbane Congregation Office
2.	Demonstrated experience curating innovative, audience-responsive and noteworthy exhibitions, displays, installation and/or interpretation projects
3.	Demonstrated experience in managing all aspects of the exhibitions life-cycle, from concept development to installation, public programming and reporting
4.	Proven success in engaging with creative practitioners at all stages of their careers and across different disciplines. An understanding of the creative process and ability to support artists during the highs and lows of their artmaking
5.	Demonstrated ability to work with stakeholders and clients, particularly in the education and social justice sectors, and involve people in the development and creation of exhibition elements
6.	Excellent writing and editing skills with demonstrated ability to identify and present engaging stories, write creatively, communicate complex ideas and present information with confidence
7.	Demonstrated willingness to undertake a range of duties as required. A conscientious and reliable team player, not daunted by changing schedules, challenging timeframes or sometimes basic tasks
8.	Demonstrated integrity, sensitivity to issues of privacy and confidentiality and an ethical approach to decision making

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: _____

Name (please print): _____

Date: _____

Approved By (Name and Position): Sr Catherine Reuter, Congregation Leader			
Signature:		Approval Date:	15 October 2020