

## JOB DESCRIPTION

**Job Title:** Curator, Australian Muslim Women's Project  
**Position No:** PO0051  
**Grade:** 11

**Team:** Casula Powerhouse Arts Centre  
**Reports to:** Director, Casula Powerhouse  
**Last Revision Date:** 7 June 2010

### 1. JOB PURPOSE

1. The position will work with the Producer, Australian Muslim Women's project to implement the Business Plan for the *Australian Muslim Women's Project* – in particular supporting commissioned Muslim women artists around Australia to develop their skills and networks and realise a project engaging their local community.
2. The position will also assist in shaping two development Laboratories; curating the Exhibition; contributing to a Catalogue; and Public Programs for Liverpool and Western Sydney communities to engage with. The position will receive mentoring from delegated members of the Working Party.

### 2. JOB OUTCOMES/RESPONSIBILITIES

1. Participate in meetings and dialogues with the *Australian Muslim Women's Project* Working Party.
2. Provide support for the commissioned artists as they develop their projects and artworks – being simultaneously responsive to the practitioners' needs and pro-active in challenging their practices and perceptions.
3. Resource and facilitate the labs, identifying guest facilitators and speakers.
4. Collaborate with the Producer to raise the funds for and commission the writing and design of the catalogue.
5. Develop public programs to engage broader debate around the Exhibition between Muslim and non-Muslim audiences.
6. Liaise with Mentors at designated times throughout the project.
7. Participate in evaluation processes and stakeholder management as negotiated with the Producer.

### 3. DECISIONS MADE IN THE JOB

1. Expenditure within agreed delegation.
2. Community Relationships.
3. Workshop Schedules.
4. Studio, Travel & Accommodation Bookings.

### 4. DECISIONS REFERRED

1. Establishment of work plan priorities.
2. Expenditure over delegated limits.

### 5. KEY ISSUES/CHALLENGES

1. To broker relevant national partnerships to maximise support for the artist's projects, involve audiences from different parts of Australia and broaden the impact of the project.
2. To realise both short-term implementation and foster long-term relationships and networks that will continue beyond the project.

**PERSON SPECIFICATION**  
**Curator, Muslim Women's Project**

**PART A      ESSENTIAL**

<b>1.</b>	<b>EXPERIENCE</b>
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1. Development and management experience and knowledge in Community Cultural engagement programs and projects.
2. Experience and understanding of organisational planning and development.
3. Ability to manage diverse and multi layered Arts programs and projects.

<b>2.</b>	<b>QUALIFICATIONS</b>
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1. Relevant tertiary degree or equivalent experience.

<b>3.</b>	<b>KNOWLEDGE</b>
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1. Understanding of the processes of working with Muslim and multicultural communities.
2. Understanding of Arts and Cultural industries.
3. Understanding of Community Partnerships and Community Cultural Development practices.
4. Understanding of Arts, Cultural education and training development practices.

**PART B      DESIRABLE**

<b>4.</b>	<b>TRAINING</b>
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1. Continuing professional development as appropriate.

<b>5.</b>	<b>SPECIAL SKILLS</b>
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1. Understanding of Heritage and Cultural issues for emerging communities.
2. Understanding of contemporary visual art and cultural practice.
3. Experience within community, arts and cultural industries.
4. Experience of working with community organisations.
5. Ability to communicate in other languages besides English.

## **Job Description Attachment 1**

### **CORPORATE VALUES**

You will be able to demonstrate the ability to use Liverpool City Council's corporate values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

#### 1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

#### 2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the Unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

#### 3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

#### 4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

#### 5. Show Leadership at all levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.

### **ADDITIONAL REQUIREMENTS**

1. Flexible attitude to responsibilities and work hours
2. Demonstrate a tolerance and understanding of the cultural diversity within the community.
3. Work in accordance with the principles of equity, access and fairness.
4. Capacity to travel interstate from time to time.