



## POSITION DESCRIPTION

ARCHIVE COLLECTION CURATOR – part time

### **Kaldor Public Art Projects**

For over 49 years Kaldor Public Art Projects has created groundbreaking projects with international artists in public spaces, changing the landscape of contemporary art in Australia with projects that resonate around the world.

In 1969, Christo and Jeanne-Claude's *Wrapped Coast* at Sydney's Little Bay was the first large-scale public art project presented anywhere in the world and the first time an international contemporary artist had created a major new work in Australia. Inspired by the success of this project, Kaldor Public Art Projects became a pioneering organisation, dedicated to taking art outside museum walls and transforming public spaces with innovative contemporary projects. Over the years our projects have changed the way the Australian public sees and experiences the art of today.

<http://kaldorartprojects.org.au/about/our-story>

### **About the role**

An opportunity exists to join the Kaldor Public Art Projects team as archivist and contribute to the significant project of digitisation of the Kaldor archive, in addition to collaborating with major institutions in the lead up to our 50 Year Anniversary celebrations in 2019.

### **Key responsibilities**

#### ***Maintain and build on the Kaldor Public Art Projects physical and digital archives***

Ensure the proper care and maintenance of the Kaldor Public Art Projects physical archive

Work with Kaldor Public Art Projects IT staff to deliver digital strategies to archive and maintain data on projects

Catalogue collections, manage information and records, systems and procedures for the archive

Undertake research to collate external documents and capture oral histories that have relevance for the Kaldor Public Art Projects archive

Advise on the ongoing organisation and storage of the archive in order to encourage long-term care and accessibility of the material

***Support Kaldor Public Art Projects' 50<sup>th</sup> Anniversary***

Coordinate with external teams to achieve digitisation of the archive for September 2019 launch

Manage images and permissions where required for the digitisation, archive exhibitions, websites and publications associated with the anniversary

Manage loans and registration from the archive for exhibition related to the anniversary

Support the development of a new, archive-rich website that shares Kaldor Public Art Projects' history with broad audiences

***Manage copyright and permissions for our archive***

Assist with provision of archive images for use in publications and public lectures

Maintain records and create systems for copyright and reproduction credit information

Provide advice and give assistance with copyright clearance and crediting for external reproductions of Kaldor Public Art Projects archive material

Obtain and manage files and copies of publications in which Kaldor Public Art Projects archive material has been reproduced

Maintain familiarity with basic copyright laws and issues surrounding future technologies and image copyright

Undertake copyright clearances with artists and photographers where required, including approvals process as part of the digitisation planning

***Develop plans and facilitate the use, discussion and exhibition of the Kaldor Public Art Projects archive materials***

Respond to personal, telephone, email and written enquiries from members of the public and media regarding the archive

Initiate and facilitate access to the archive for students, study groups, academics, curators or other visitors

Manage loans, care and registration of documents and materials in the Kaldor Public Art Projects archive

Develop and prepare ideas for curatorial themes extending from the archive, as well as exhibition starting points

Work with the Artistic Program Manager to identify opportunities for regional activation around the Project histories, collaborating with museum and education partners to provide lectures and explore exhibitions or other partnerships

***Work closely with the Kaldor Public Art Projects team to ensure the archive is actively used and circulated in the delivery of our social media strategy, online communications and education resources***

Work with the Artistic Program Manager and Director on long-term communication strategies, media partnerships and the development of publications and materials that use the archive for the 50th anniversary of Kaldor Public Art Projects in 2019

Work with Marketing Coordinator to provide ideas for social media strategies using the archive and the day-to-day inclusion of our histories in digital communications materials

Work with the Education team to ensure that our archive is available and used within our education kits and other materials

Work with the Education team to explore new resources and technologies, such as international online courses that may extend our stories and archive to international public art professionals and museum experts

***Involvement in historic archives and copyright connected to new projects***

Manage archival documents from other sources such as partner institutions or affiliated international artist archives, and manage copyright requirements for these, for publication and use by Kaldor Public Art Projects, our partners and the media

Involvement with exhibition publication development and production, as required

#### **Key selection criteria**

- Bachelor degree in an Arts, Archiving or related discipline, or three years equivalent experience in the field
- Excellent knowledge of archive or collection management systems with ambition to deliver best practice and implement the latest standards in archiving
- Proficiency in Microsoft Office
- Demonstrated interest in contemporary art practice nationally and internationally
- Ability to be flexible in a small team environment
- High level communication and organisational skills with demonstrated ability to manage multiple priorities and meet deadlines
- Ability to be self-sufficient whilst also being a proactive and motivated team member
- Excellent attention to detail and general administration and research skills

**The offer**

This is a part-time role, 3 days per week, based in our office at Sydney College of the Arts. There is potential for the role to increase to full-time in 2019 in the lead up to our 50<sup>th</sup> anniversary. Salary will be discussed at interview stage.

**Applying**

If you have the skills to excel in this role, please apply by emailing a covering letter, your CV and a brief response to the key selection criteria outlined above to [info@kaldorartprojects.org.au](mailto:info@kaldorartprojects.org.au).

All applications to be submitted by **5pm Friday 20th July**.

All enquiries please email [info@kaldorartprojects.org.au](mailto:info@kaldorartprojects.org.au) or call (02) 9351 1180.

Thank you for taking the time to apply for this position.