



POSITION DESCRIPTION

JOB DESCRIPTION

Job Title:	Curator (Exhibition Development)
Job Type:	External consultant (must hold ABN or ACN)
Department/Location:	Melbourne, VIC (with potential intrastate travel)
Supervisor:	Chair, Centenary Committee

The Organisation

NCJWA Vic is driven by a commitment to championing the rights and empowerment of girls and women. We are dedicated to creating meaningful change through the delivery of impactful programs, advocacy initiatives and events that address the unique challenges faced by girls and women across their lifecycle. By fostering equality, diversity, and inclusivity in the Jewish and wider community, we envision a world where every woman, irrespective of background, can live up to her full potential.

Role

The Curator (Exhibition Development) will lead the research, concept development, and design of a new portable exhibition on behalf of NCJWAVIC and in honour of our Centenary year 2027. This is an exciting opportunity for an emerging curatorial practitioner to take primary responsibility for an exhibition project from concept to delivery.

Working closely with the Centenary Committee and reporting to its Chair, the successful candidate will develop an intellectually rigorous and publicly engaging exhibition that can be toured to multiple venues, including regional and remote locations, across Victoria. The portable exhibition will be designed for ease of installation, cultural sensitivity, and visual impact in varied venue contexts.

KEY DUTIES/RESPONSIBILITIES

Exhibition Research & Concept Development

- Conduct in-depth research to develop a coherent curatorial concept, narrative framework, and thematic structure for the portable exhibition
- Identify and develop relationships with artists, community groups, cultural advisors, and/or subject matter experts relevant to the exhibition theme
- Prepare written materials including the curatorial rationale, exhibition brief, interpretive text, and object/artwork labels in plain, accessible language
- Ensure the exhibition concept is responsive to diverse community perspectives, including First Nations protocols where relevant

Exhibition Design & Production

- Collaborate with an exhibition designer (internal or contracted) to develop a modular, portable display system suited to a range of venue footprints and configurations
- Develop detailed object/artwork lists, loan agreements, and installation requirements in coordination with artists, lenders, and registrars
- Work within agreed production budgets and timelines, flagging risks and variations promptly to the Senior Curator
- Contribute to the selection of materials, finishes, and graphic design approaches consistent with the exhibition's accessibility and sustainability goals
- Liaise with conservators, fabricators, and technical staff to ensure the safe handling, packing, and installation of all exhibition elements

Stakeholder & Venue Engagement

- Assist in identifying and engaging appropriate tour venues, including regional galleries, community spaces, and cultural centres
- Prepare venue briefing packs, installation guides, and condition reports to support touring to multiple locations
- Represent the organisation professionally in dealings with partner institutions, artists, community members, and funding bodies

Documentation & Administration

- Maintain accurate project documentation including timelines, budgets, correspondence, and risk registers
- Prepare progress reports for internal stakeholders and, where required, funding bodies such as Creative Australia or the Visions of Australia program
- Support the Senior Curator with grant acquittals, evaluation, and post-project reporting

Public Programs & Interpretation

- Contribute ideas for associated public programs, education resources, or community engagement activities linked to the exhibition

- Assist in developing digital or printed interpretive resources to extend audience engagement beyond the physical exhibition

SKILLS & EXPERIENCE

Required Experience:

- A completed undergraduate or postgraduate qualification in curatorial studies, art history, museum studies, cultural studies, or a related discipline
- Demonstrated knowledge of contemporary curatorial practice within an Australian arts or cultural heritage context
- Experience in, or demonstrated capacity to contribute to, all stages of an exhibition development process, including research, concept development, and object/artwork selection
- Strong written communication skills, including the ability to produce engaging, accessible interpretive text for general public audiences
- Demonstrated ability to manage competing priorities, meet deadlines, and work effectively within a small team
- Understanding of, and commitment to, First Nations cultural protocols and ethical practice in exhibition-making
- Working knowledge of standard professional practices including loan agreements, condition reporting, and collection care fundamentals

Desirable:

- Experience with, or knowledge of, portable or touring exhibition design, including modular display systems
- Familiarity with Australian arts funding bodies and grant programs (e.g. Creative Australia, Visions of Australia, state arts agencies)
- Experience working with regional or community-based venues and audiences
- Understanding of accessibility standards and universal design principles in exhibition contexts
- Experience with digital interpretation or augmented exhibition content

Your application should include:

- A cover letter (maximum 2 pages) addressing the essential selection criteria
- A current curriculum vitae, including the names and contact details of two professional referees
- A writing sample demonstrating your ability to produce interpretive or curatorial text (e.g. an exhibition essay, catalogue text, or interpretive label — maximum 500 words)

Late or incomplete applications will not be considered. Shortlisted applicants will be contacted directly.

For a confidential discussion about this role, please contact:

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