



THE DAVID ROCHE FOUNDATION

## Curatorial Support Officer

### Position Description

**Reports to:** Senior Curator

This is a full-time position

**Start date:** Immediate 2018

### About The David Roche Foundation (House Museum)

The David Roche Foundation (TDRF) is a unique organisation. Opened in June 2016, the private museum is the legacy of collector, David Roche (1930-2013), who amassed a European fine and decorative art collection of 3,500 items from the 18<sup>th</sup> and 19<sup>th</sup> centuries. The Foundation offers guided tours of David's residence, Fermoy House, and the purpose-built gallery used for temporary exhibitions. The exhibition programme is drawn largely from the Roche Collection and some external sources. It is supported by a public programme of lectures and other events.

TDRF is led by the Director and CEO who are supported by a small team of professionals dedicated to ensuring the success and promotion of the Roche Collection. This vacancy is a rare opportunity to join a dynamic and outstanding organisation.

### Application Instructions

Applications should include a cover letter, curriculum vitae and a statement addressing the Key Selection Criteria (no longer than half a page per criterion) and be submitted by **5.00pm on Monday 12 February** to: [info@rochefoundation.org.au](mailto:info@rochefoundation.org.au)

Please state '**Curatorial Support Officer**' in the subject line.

### Primary focus of the position

The Curatorial Support Officer is a multi-tasking role operating in a small team environment. The primary focus of this position is to assist the Museum Director and Senior Curator clerically; assist in the installation of exhibitions and delivery of programmes; cataloguing the collection; and assist with social media.

### Principal duties

- Assist the Museum Director clerically with correspondence, appointments and other duties;
- Assist with the installation and maintenance of the collection and exhibitions;
- Assist with the research and cataloguing of the collection;
- Assist with the development media material and promotion of TDRF through social media channels;

- Work with the Senior Curator on exhibition planning and scheduling;
- Assist the Director and Senior Curator on developing and training Volunteer Guides;
- Present information on TDRF's exhibitions, collections and related programmes to the general public as required;
- Research and contribute to TDRF publications as required;
- Assist the Senior Curator in coordinating and supervising access to the museum's collection for external researchers; respond to public enquiries;

#### **Key selection criteria**

- A tertiary qualification in art history, or related field and postgraduate museum studies, or equivalent experience;
- Knowledge of European and British fine and decorative art of the eighteenth and nineteenth centuries;
- Proficient in social media platforms;
- Curatorial experience, and excellent writing and research skills;
- Sound understanding of professional museum practice, including exhibition installation, object handling and cataloguing, and collection management systems;
- Excellent interpersonal and communication skills and proven ability to liaise effectively with diverse stakeholders; and demonstrated ability to work both independently and as part of a team.
- Excellent organisational skills, flexibility and proficiency in setting priorities and meeting deadlines.

#### **Other relevant information**

- The successful applicant will be subject to a six month probationary period;
- TDRF operates six days a week and accordingly, after-hours or weekend work may be required in the context of our flexible work environment, including attending and assisting with openings and events;
- The successful applicant will be required to undergo security clearances performed by the Australian Federal Police, and TDRF WH&S inductions;
- TDRF is an Equal Opportunity Employer and operates a smoke-free work environment;
- A current driver's licence is desirable.