

## Emerging Curator Program: Outline of roles and responsibilities

Action	Curator	Northern Beaches Council Arts & Culture (A&C)	Arts & Culture Resources Available
Curatorial Plan	<ul style="list-style-type: none"> <li>Create a detailed Curatorial Plan outlining the exhibition and public program outcomes, and how these will be achieved within the given timeframe and resources.</li> <li>Submit the Curatorial Plan, with timeline, for approval by A&amp;C staff.</li> </ul>	A&C staff: <ul style="list-style-type: none"> <li>Review the Curatorial Plan, providing feedback and advice to assist the Emerging Curator.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
Induction to program	<ul style="list-style-type: none"> <li>Attend meeting with A&amp;C staff.</li> <li>Confirm date availabilities for the mentorship program.</li> </ul>	A&C Development Officer: <ul style="list-style-type: none"> <li>Discuss the program outline with the Emerging Curator.</li> <li>Confirm timeline.</li> <li>Provide answers to questions, where possible.</li> <li>Outline roles, responsibilities, and available resources.</li> </ul>	<ul style="list-style-type: none"> <li>Example project plans, budget, and marketing plans.</li> </ul>
Mentor Session 1	<ul style="list-style-type: none"> <li>Attend mentor session with MAG&amp;M staff.</li> <li>Bring a draft Curatorial Plan</li> </ul>	MAG&M staff: <ul style="list-style-type: none"> <li>Provide advice on developing a Curatorial Plan, artist relations and contracts, and exhibition management.</li> </ul>	<ul style="list-style-type: none"> <li>Example artist agreements/contracts.</li> </ul>
Mentor Session 2	<ul style="list-style-type: none"> <li>Attend site inspection at Curl Curl Creative Space (CCCS) with MAG&amp;M staff.</li> <li>Bring a Curatorial Plan.</li> </ul>	MAG&M staff: <ul style="list-style-type: none"> <li>Review and provide advice on the Curatorial Plan in the context of the venue.</li> <li>Provide advice on exhibition setup, installation, and management.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

MAG&M exhibition changeover	<ul style="list-style-type: none"> <li>Attend an exhibition changeover at MAG&amp;M to observe the process. The Emerging Curator may assist if feasible (to be confirmed by MAG&amp;M staff)</li> </ul>	<p>MAG&amp;M staff:</p> <ul style="list-style-type: none"> <li>Provide the Emerging Curator with an explanation of the changeover process.</li> <li>Assess if the Emerging Curator can assist with the changeover, depending on the complexity of the exhibition/s.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
Induction to venue	<ul style="list-style-type: none"> <li>Attend the venue at CCCS for venue induction with A&amp;C staff.</li> </ul>	<p>A&amp;C staff:</p> <ul style="list-style-type: none"> <li>Induct the Curator into CCCS.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
Exhibition Bump-In	<ul style="list-style-type: none"> <li>Prepare a run sheet for bump-in.</li> <li>Coordinate with artists for delivery and installation of artworks.</li> <li>Confirm arrangements for the transportation of equipment and resources to the venue.</li> <li>Install artwork.</li> <li>Ensure venue and artworks are safe and secure.</li> </ul>	<p>A&amp;C staff:</p> <ul style="list-style-type: none"> <li>Assist with rigging and focussing lighting.</li> </ul>	<ul style="list-style-type: none"> <li>Lighting as available</li> <li>Available equipment listed on the Council's website. <a href="#">Under the 'About' tab on the CCS page.</a></li> </ul>
Exhibition Opening	<ul style="list-style-type: none"> <li>Prepare a run sheet for the opening event.</li> <li>Promote opening - design and send out invitations.</li> <li>Coordinate event as desired – catering, equipment, entertainment, speeches, MC</li> <li>If serving alcohol, ensure RSA compliance.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Available equipment listed on the Council's website. <a href="#">Under the 'About' tab on the CCS page.</a></li> <li>Additional equipment may be borrowed from A&amp;C/MAG&amp;M if available, including a PA system, projector and portable screen, chairs, and tables. Discuss with A&amp;C staff during planning.</li> </ul>
Exhibition Run	<ul style="list-style-type: none"> <li>Promote exhibition.</li> <li>Prepare and promote the schedule of opening hours.</li> <li>Invigilation – self or coordinating others.</li> <li>Ensure venue and artworks are safe and secure.</li> </ul>	<ul style="list-style-type: none"> <li>Assist with the promotion of the exhibition by listing on the Council website, an item in Creative News, and post on MAG&amp;M social media.</li> <li>Contribute \$200 (as per Funding breakdown in Guidelines) towards promotion. Use of funds to be discussed with Emerging Curator.</li> </ul>	

Public Programs	<ul style="list-style-type: none"> <li>Promote public programs outlined in the Curatorial Plan.</li> <li>Coordinate and deliver any public programming.</li> <li>Host and run events as required</li> </ul>	<ul style="list-style-type: none"> <li>Assist with the promotion of public programs by listing on the Council website, an item in Creative News, and a post on MAG&amp;M social media.</li> </ul>	
Exhibition Bump-Out	<ul style="list-style-type: none"> <li>Coordinate and manage the bump-out of the exhibition.</li> <li>Coordinate and manage the return of artworks to artists by the bump out date.</li> <li>Return equipment and resources to relevant sources.</li> <li>Return the venue to its neutral state, leaving it safe and clean.</li> </ul>	A&C staff: <ul style="list-style-type: none"> <li>Assist with de-rigging of lighting and preparing space for following exhibition/venue hirer.</li> </ul>	<ul style="list-style-type: none"> <li>Available equipment listed on the Council's website. <a href="#">Under the 'About' tab on the CCS page.</a></li> </ul>
Program Acquittal	<ul style="list-style-type: none"> <li>Prepare and submit a review of the Emerging Curator Program.</li> <li>Provide proof of expenditure for Council-funded goods and services.</li> <li>Meet with A&amp;C staff (TBC).</li> </ul>	A&C staff: <ul style="list-style-type: none"> <li>Provide a template for the acquittal.</li> <li>Meet with Emerging Curator (TBC)</li> </ul>	<ul style="list-style-type: none"> <li>Acquittal template</li> </ul>

**Notes:**

- Support beyond actions and resources outlined in the 'Arts & Culture' column above cannot be guaranteed by A&C staff. Actions and resources required to coordinate, promote, and deliver the exhibition and public programs are the responsibility of the Emerging Curator.
- Timing of actions above to be discussed with the Emerging Curator at the induction meeting.
- Available funding is outlined in the Guidelines. No further funding can be allocated to the program.

**Key:**

- A&C: Northern Beaches Council Arts & Culture (includes MAG&M)
- MAG&M: Manly Art Gallery & Museum
- CCCS: Curl Curl Creative Space

**Contact**

Arts & Cultural Development Officer

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