

Southern Health

Position Description

Position Title:	Assistant Curator/ Arts and Health Officer
Classification:	Administration
Reports to:	Manager, Arts and Health/ Art Curator, Southern Health
Department:	Marketing, Public Affairs and Development

1. Southern Health

Southern Health is the largest health service in Melbourne and provides comprehensive integrated health care services to over 750,000 people in the south-eastern suburbs of metropolitan Melbourne and nearby catchment populations.

The services include public hospital services; aged in-patient, community and home care services; and in-patient and community mental health services.

As the largest public healthcare employer in Victoria, Southern Health employs approximately 10,000 employees and has an annual turnover in excess of \$750 million. In 2004/2005 we treated more than 133,000 patients in our hospitals and provided in excess of 680,000 episodes of care including outpatients, emergency attendances and other services.

Southern Health is affiliated with Universities for teaching medical students and postgraduate nursing students. Southern Health also provides extensive postgraduate study and medical research.

Further information on Southern Health is available at www.southernhealth.org.au

2. Job Summary

This position has two core functions. One is to support the Art Curator/ Arts and Health Program Manager in the cataloguing, care and display of the art collection across Southern Health sites. The other is to assist with the growth, development and delivery of the arts in health program at Southern Health.

3. Nature and Scope of the Position

Dimensions	N/A
Direct reports	Nil
Work relationships	Internal Department of Public Affairs, Marketing and Development External Artists and their agents Donors and potential donors Other galleries and curators Community sector partners

4. Responsibilities/Accountabilities

To assist the curator in the care of works of art, including storage, belonging to the Southern Health Art Gallery and their secure and suitable display throughout Southern Health.

Maintain the catalogue of the collection in manuscript and computer form, including location and the making of photographic records for identification purposes.

Regularly inspect works on display and report on and arrange any necessary conservation, mounting and framing.

Actively coordinate and participate in the logistics of rotating the collection around Southern Health sites. This includes lifting and hanging of works where required.

Further develop existing arts and health activities, such as the staff choir and staff arts exhibition in accordance with the strategic plan.

5. Key Behavioral Requirements

The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviors of Southern Health, to the principles of working together and to Southern Health's Vision, Purpose and Values.

Southern Health Values:

Integrity	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
Compassion	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
Accountability	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
Respect	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
Excellence	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

6. Qualifications/ Memberships/ Licenses

A Degree in Fine Arts, Museum Studies, or Curatorial Studies is highly desirable.

7. Key Selection Criteria

- Professional art museum or commercial gallery experience in a reputable establishment
 - Experience in the physical handling, movement and installation of artwork
 - Experience developing and coordinating exhibitions of artworks
 - A keen eye for detail and ability to focus on collection data management and registration
 - Ability to work with a wide variety of hospital staff at all levels.
 - Ability to work in a public hospital environment.
-