

Position Description

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| Position | Exhibitions Manager <i>Kaiwhakahaere Whakaaturanga</i> |
| Organisation | Tauranga Art Gallery / Toi Tauranga |
| Location: | 108 Willow Street, Tauranga |
| Job Level | 15-18 |
| Reports to: | Director |
| Direct Reports: | 1 and casual staff |
| Permanent Position: | 40 hours/ week |
| Remuneration | \$80,000 - 90,000 per annum / 5 weeks annual leave |

About us

Our vision:

Toi Tū Tauranga: To build lifelong relationships with art

This role seeks to deliver the following strategic objectives:

To be an anchor for sector development

To be an anchor of innovation and creativity

To be an anchorage for diversity

Success looks like:

- With those that we work with we are renowned for 'best practice and excellence' in the development of artists, arts professionals and the presentation of creative practice
- We are an acclaimed gallery and are recognised as leaders of innovation
- We respond to and reflect the unique character and needs of the Tauranga community, visitors, and Tāngata Whenua.
- The principles of Te Tiriti o Waitangi are embedded throughout the organisation and governance

Tauranga Art Gallery (TAG) is a key cultural landmark in Tauranga central. Launched in 2007, our mission is to create exceptional art experiences that engage, inspire, challenge, and educate. We are committed to the development of an exhibition programme and associated experiences that reflect and grows the regional identity.

As a public art gallery, we value, represent and advocate for the rich and broad ranging visual arts culture in Aotearoa New Zealand. We strive to cater for an

increasingly diverse population of artists, practitioners and visitors, creating opportunities for all to access, learn and experience art.

TAG strives to be hub for cultural inclusiveness engaging a range of stakeholders to promote Tauranga's unique identity.

TAG has a commitment to develop and sustain relationships and practices which give expression to Te Tiriti o Waitangi.

TAG is presently closed for refurbishment which makes this an exciting time to ensure that the visitor experience is front of mind for the future. We are working toward an exciting programme when we reopen the doors in mid 2025, and this is your chance to lead the development and implementation of this.

Position Purpose

- Oversee the planning, organisation and delivery of the Gallery's exhibition programme and collection care workstreams
- To design, plan and manage all technical aspects of the installation and deinstallation of exhibitions
- Oversee building maintenance and Health & Safety at TAG
- Contribute proactively as a member of the Leadership Team on an aligned direction, build strong collaborative working relationships across department programming and operations.

Key Relationships

Internal: Director, Curator, Registrar, Experience and Innovation Manager, Events Co-ordinator, Educators, Marketing Manager and Kaitohutohu Toi Māori

External: Artists, creative sector, tertiary institutions, collectors, patrons, donors, sponsors, media, iwi, hāpu

Position Priorities

Leadership and management

- Provide effective leadership and motivation of the Exhibitions team to ensure maximum performance, including recruitment, induction, performance, training, and professional development.
- Ensure professional development accountability of the team, proactively maintaining a positive and collegiate team culture.
- Build and nurture a team culture that embodies the values of Te Tiriti o Waitangi and the Tauranga Art Gallery Staff Charter.
- Be accountable for the Exhibition and Collections budgets

- Be accountable for Health and Safety compliance and lead the committee

Exhibitions

Before opening

- In consultation with the Curator conceive and develop designs for the exhibition programme
- Purchase of equipment required for the installation, de-installation and construction of exhibitions and maintenance of the Gallery, in a cost effective manner
- Assist with the development of the Exhibition programme which will include the coordination of the project team, coordination of contractors, ensuring that the contractors perform to a high standard and meeting the requirements of the Gallery

Once open

Plus the above

- Manage the de-installation and installation of exhibitions including the design and presentation of exhibitions
- Purchase of equipment required for the installation, de-installation and construction of exhibitions and maintenance of the Gallery, in a cost effective manner
- Assist with the development of the Exhibition programme which will include the coordination of the project team, coordination of contractors, ensuring that the contractors perform to a high standard and meeting the requirements of the Gallery
- Present to a high standard all exhibition spaces, signage, furniture and lighting
- Environment in Gallery spaces is monitored and controlled to meet required standards
- Working with the Visitor Hosts to ensure that all the Gallery's technical systems are fully operational and performing to specification at all times

Collection / Art Handling

Before opening

- Oversee the relocation of the collection and fit out of the storage facility.

Once open

- Work with Register as required to ensure safety, storage, and transit of objects on display, in collection, and on loan.

Building**Before opening**

- Assist the Design Lead in the implementation of the gallery fit-out work programme

Once open:

- Ensure that the Gallery building is presented to a high standard both inside and out
- Ensure that Gallery support services such as HVAC & lighting are well maintained
- Conduct effective workforce planning ensuring resource needs are met and staff costs are minimized
- Ensuring the correct management of contractors, and monitoring their work performance ensuring all requirements are met
- Oversee security, cleaning and building management contractors and activities, ensuring smooth and efficient operations and minimising costs in all these areas
- Regularly monitor building systems, maintenance is scheduled and undertaken on time
- Gallery workshop and preparation areas are developed and maintained and kept compliant with OSH Health and Safety requirements
- Manage all Health & Safety issues for the staff and visitors to the Gallery in consultation with the Visitor Host staff
- Develop, purchase and maintain emergency response equipment ensuring a high level of emergency response readiness

| Core Competencies |
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| <ul style="list-style-type: none"> • Ability to build and maintain a wide and effective network of contacts inside and outside the Gallery • Identifies and manages risk to maintain and protect the reputation of the Gallery and its collection and programmes • Works collaboratively with others to enhance and/or develop team performance. • Takes responsibility and accountability for own actions and day to day decision making. • Maintains cultural awareness and keeps up to date with issues affecting the community. • Commitment to Te Tiriti o Waitangi, tikanga and Te Reo Māori. • Elasticity and resilience required with the changing environment of a capital redevelopment project. |
| Qualifications and Experience |
| <ul style="list-style-type: none"> • A Tertiary qualification in a relevant field, or relevant experience to demonstrate an equivalent level of knowledge; • A minimum of five years' experience in an art gallery, museum, or similar cultural organisation; • Experience of leading a team and managing its performance; • Demonstrable ability to budget, plan, manage and communicate complex workflows with input from multiple disciplines; and • Exhibition design • An empathy and understanding of the role of a public art gallery at a regional level |