

## Curator | Te Tuhi

### Position Description

Title:	Curator
Reports to:	Exhibitions Programme Manager
Responsible for:	Curatorial Interns
Contract:	Permanent
Hours:	Full-time, 40 hours per week. Must be available for flexible hours including weekends. Part-time and flexible working arrangements are possible.
Salary:	Up to \$80,000 per annum pro rata depending on experience
Place of work:	Te Tuhi, 21 William Roberts Road, Pakuranga, Tāmaki Makaurau Auckland

### About the role

Te Tuhi is seeking a dynamic and forward-thinking curator to lead its artist development and exhibition programme. This is a full time, permanent position and a unique opportunity for a curator with at least three years of relevant experience who is eager to expand their practice in a supportive and innovative environment.

More than just a curatorial vision, this role is about fostering a collaborative dialogue between curator and artist—an open space for experimentation, the development of new ideas, and the production of new work. With strong support from the Exhibitions Programme Manager, the curator will engage deeply with a culturally diverse range of artists, both emerging and established, supporting them at various stages of their careers while building long-term relationships within local and international communities.

The curator will commission artistic projects and lead the delivery of four seasons of exhibitions per year, scheduled 12 months in advance to allow for strategic planning, fundraising, and audience engagement. The curator will also manage Te Tuhi's artist development initiatives, including its studio and residency programmes, as well as the curatorial internship programme based at the Parnell project space, which nurtures emerging curatorial perspectives.

To support research and the commissioning of international artists and projects, the curator will collaborate with Te Tuhi's International Programme Manager, who operates in an at-large capacity. Additionally, the curator will play a key role in shaping communications and community programmes, extending Te Tuhi's reach and enhancing its reputation.

# TeTuhi

## To apply

Please email a CV and cover letter as a single PDF file with your name in the title to [recruitment@tetuhi.art](mailto:recruitment@tetuhi.art) by Friday 11 April 2025.

In your letter, please outline how your skills and experience meet the requirements of the position description and your motivation for applying for this role and outline your curatorial interests. If you are applying for a part time position, please explain how this fits with your other commitments and plans.

All applicants will be notified about the status of their application.

Applicants must have the legal right to work in Aotearoa New Zealand. Applications submitted through recruitment websites will not be considered. Appointments are subject to a satisfactory police vetting report.

If you would like to discuss the role prior to making an application, please contact Executive Director Hiraani Himona at [hiraani@tetuhi.art](mailto:hiraani@tetuhi.art).

Te Tuhi is an Equal Employment Opportunities (EEO) employer. We are committed to Te Tiriti o Waitangi and to equity.

Thank you for your interest in Te Tuhi. We look forward to receiving your application.

## About Te Tuhi

Te Tuhi is a leading platform for contemporary art in Aotearoa New Zealand, with a programme consciously and continually shaped towards rigorous, adventurous and socially engaged artistic experimentation. Te Tuhi's primary focus is on commissioning both national and international artists to make new work by creating stimulating contexts for artists to respond to and work within.

Te Tuhi presents work in its galleries in Pakuranga and Parnell, around Auckland and Aotearoa, internationally and online. Te Tuhi offers artists and curators opportunities to develop their practice through studios, awards, residencies and internships both in Aotearoa and overseas. Integrated with its exhibitions, Te Tuhi provides public programmes for general audiences and for schools.

Te Tuhi has been embedded in its local community for 50 years, delivering arts and cultural experiences for schools, young people, community groups and people of all backgrounds and ages. Arts Out East is Te Tuhi's community arts brokering programme for the Howick Local Board area in East Auckland. Te Tuhi operates O Wairoa Marae, an urban marae in Howick. Te Tuhi Café is Aotearoa's first training café for people with intellectual disabilities, and Te Taiwhanga Taiohi is East Auckland's Youth Space in Botany Town Centre. Te Tuhi's building in Pakuranga also hosts a vast range of independent community groups.

Te Tuhi is an independent charitable trust supported by Auckland Council and the Contemporary Art Foundation.

# TeTuhi

## About the Artistic Programme

Te Tuhi's artistic programme is informed by our ongoing commitment to providing opportunities for living artists of all levels to engage in local, regional and international contexts. Our multi-platform approach includes onsite, offsite, and digital exhibitions and projects; new commissions and co-commissions; public programs; publishing and studios, awards and artist residencies.

The programme is motivated by three strategic aims:

1. Deliver an expansive programme of exhibitions by living artists across generations to explore new ideas, forms and strategies in the production and presentation of contemporary art
2. Build long-term relationships with audiences and communities in Tāmaki Makaurau by producing meaningful programmes that empower participants and affect change
3. Nurture talent, creating pathways for progression and professional development of artists and arts practitioners through advocacy, international and national partnerships with peer cultural organisations, and curatorial support and development

Te Tuhi works with local emerging artists and leading national and international figures to present solo projects and group shows, across 4 seasons of exhibitions each year. The programme prioritises and supports artist-led, solo projects. We commission ambitious works that make use of Te Tuhi's technical expertise and resources, and actively foster long-term career development opportunities for artists and creative professionals. Our exhibitions are often the first major institutional showing of an artist's work or provide a significant opportunity for artists to develop their work. Te Tuhi's programme also supports curatorial projects that contextualise Aotearoa practices alongside international artists.

# TeTuhi

## Main responsibilities

### Strategy

- Working with the Executive Director and Exhibition Programme Manager, develop Te Tuhi's curatorial strategy to drive forward Te Tuhi's creative ambitions and advance the strategic direction of the organisation.
- Contribute to programming discussions across the organisation utilising networks and knowledge of issues in contemporary art and culture to develop Te Tuhi's artists and audiences across all its programmes.
- Oversee the communication of Te Tuhi's artistic programmes across web and social media, building Te Tuhi's profile and reputation.

### Artist Development

- Develop and deliver artist development programmes including Te Tuhi's studio programme, internships and residencies to maximise development opportunities provided to artists and the sector.
- Grow and maintain new and existing long-term relationships with artists, enabling practices to flourish.
- Actively create opportunities for artists to engage with Te Tuhi and the wider community, forging new connections and maintaining long-term relationships with community groups.

### Exhibition/Public Programme

- Research, curate and implement Te Tuhi's exhibition programme, commissioning and selecting work, and liaising with artists.
- Identify and develop opportunities for joint ventures with other cultural partners.
- Respond to approaches and queries from artists, individuals and organisations
- Receive artists, curators and others, on and off site
- Develop installation plans in consultation with the Exhibitions Programme Manager.
- Issue appropriate contracts to artists, partner organisations, and other staff in consultation with the Exhibitions Programme Manager.
- Write, edit and commission exhibition texts, including essays, media releases, artwork guides and social media
- Coordinate with the Marketing & Comms Coordinator to produce marketing materials in a timely manner, ensuring that artists' integrity is maintained across digital and print channels.
- Arrange photography/documentation of exhibitions
- Organise the maintenance of exhibitions during their opening duration
- Be the public face of the exhibition programme, provide curator's tours and train and oversee front of house staff to provide exhibition information and tours
- Develop and deliver public programmes, proposing imaginative and educational ways to engage with exhibitions
- Manage the exhibition programme budget, drawing up exhibition-specific budgets, process invoices for payment, and monitor and control budgets, ensuring that variances are communicated in a timely manner.
- Take responsibility for drafting applications to private, public and individually sourced funders for exhibitions/projects, in consultation with the Executive Director.
- Ensure that the programme is effectively evaluated and that meaningful data is available to inform decisions.
- Report on exhibition activity (including fundraising applications and reports)

# TeTuhi

## Other Programmes

- Ensure exhibition information is communicated across the organisation in a timely manner
- Work with the Educator to plan programmes for upcoming exhibitions.
- Oversee the curatorial intern, set goals and monitor and support delivery. Create opportunities for the intern to participate in wider curatorial and programming discussions, including studio visits, facilitating introductions etc.
- Provide guidance and oversight to the education programme, contemporary art discussion classes, and community programmes artist commissions, utilising contacts with artists and organisations and knowledge of issues in contemporary art and culture.

## General

- Represent Te Tuhi at public events, meetings and networking events
- Act in accordance with Te Tuhi's employment, Health and Safety, safeguarding, equal  
Contribute to a healthy work environment, operating within Te Tuhi's ōkawa, ensure all activity is delivered within Health and Safety standards and provide support to senior and junior team members where necessary.
- Undertake other duties as may be reasonably required.

## Candidate skills and experience

### Knowledge and experience

Post-graduate degree or equivalent relevant experience in art history, curatorial studies, museum studies or fine/visual arts	Essential
Proven curatorial and programming knowledge with demonstrable experience in the development, management and delivery of exhibitions, public programmes and publications	Essential
Excellent knowledge of contemporary visual arts practice, internationally and nationally including contemporary Māori art.	Essential
Proven ability to collaborate with artists, galleries, guest curators and external institutions on the production of major new exhibitions	Essential
Knowledge of best practice in contracting with and employing artists	Essential
Evidence of commitment to original scholarship with a record of research and publications	Essential
Solid cultural competency in tikanga and te aō Māori.	Essential
Understanding of issues involved in the display of art in a public gallery	Essential
A demonstrated commitment to accessibility.	Essential
A commitment to broadening and deepening audiences' engagement with contemporary art.	Essential
Ability to communicate ideas and information clearly to a range of stakeholders and people on all levels, in writing as well as verbally	Essential
Excellent writing skills, including the capacity to write texts for a specialist readership as well as accessible texts for all audiences.	Essential
Strong verbal, listening, presentation and public speaking skills	Essential

# TeTuhi

Well-developed relationship management skills	Essential
High levels of attention to detail and accuracy.	Essential
Ability to spot potential risks to reputation and raise them accordingly.	Essential
Ability to represent Te Tuhi both nationally and internationally	Essential
International experience delivering exhibitions or working with artists	Desirable
Ability to plan and monitor budgets using spreadsheets	Desirable
Experience of working in a leadership role in a gallery or other cultural organisation	Desirable
Practical knowledge of and ability to facilitate and oversee exhibition design and installation end-to-end	Desirable

### General competencies

Highly organised with the ability to implement good operational systems and to plan, organise, schedule and budget in an efficient, productive manner.	Essential
Demonstrates honesty and integrity, earning trust and maintaining confidence.	Essential
Demonstrates ability to quickly and proficiently understand and absorb new information.	Essential
Exceptional attention to detail, not letting important details slip through the cracks.	Essential
Proactive and persistent, bringing new ideas to the gallery and demonstrating tenacity and willingness to go the distance.	Essential
Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.	Essential
Enthusiastic, with a can-do attitude.	Essential
Hardworking, with high standards of personal performance.	Essential

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