

APPLICANT PACK



CURATOR

ABOUT METRO ARTS

WEST VILLAGE | WEST END | BRISBANE | QLD



Metro Arts is a place of discovery and exchange, connecting artists, audiences and communities to cultivate an open, resilient arts ecology that responds to the present while imagining possible futures.

ART STARTS HERE

Metro Arts is Queensland's home for artist development in contemporary and experimental practice. For over forty-five years, we have backed artists to take risks, enabled ideas to take form, and supported practices that continue to shape the cultural life of this country.

We work with future-focused artists to experiment, disrupt and evolve their work, with early investment and rigorous collaboration from process to presentation. Through time, space, resources and critical care, we build skills, test new approaches and steward work towards sustainable pathways - locally, nationally and beyond.

In 2026-27, Metro Arts is embarking on a deliberate "rewiring" of our operations, programming and partnerships. This transformational process is strengthening internal systems, deepening philanthropic relationships, embedding entrepreneurial and sustainable practices, and refining strategy to better support artists and future-focused practice. These efforts lay the foundation for the organisation's next chapter as we approach our 50th anniversary and Brisbane's Cultural Olympiad for the 2032 Olympic and Paralympic Games.



ABOUT THE POSITION

The Curator is a vital member of the Metro Arts team, supporting the design and delivery of Metro Arts' artistic program. Working closely with the CEO, the Curator will support artists and key stakeholders to deliver public outcomes in Metro Arts' annual exhibition program. The successful candidate will work with venue and cross-disciplinary programming staff to deliver on the vision and ethos of Metro Arts.

Metro Arts is seeking a highly motivated person who thrives in a small collaborative environment. The successful candidate will be a well-rounded curator and communicator who is passionate about artists, artwork, artform development and audience engagement.

ROLE PARTICULARS

- Reports to CEO
- Appointment is a fixed term 1 year contract with the opportunity for renewal
- Salary is \$70-80,000 (dependent on experience) pro rata plus statutory superannuation
- This is a part-time position of 0.6FTE across the term
- 5 weeks annual leave pro rata
- The position is based at Metro Arts in West End, Queensland, but may include some work from our satellite site at Norman Park

SPECIFIC CONDITIONS

- Following the probationary period, the Employee is permitted to work from home one (1) day per fortnight, provided planning for required in-office work and meetings essential for efficient operation
- On-site parking available by negotiation and as available

ABOUT THE POSITION

KEY RESPONSIBILITIES

CURATORIAL

- **EXHIBITIONS**

- Curate and project manage a year-round exhibitions program across Metro Arts' venues, ensuring a high standard of artistic presentation and visitor experience;
- Work closely with artists, freelance curators and partner organisations to develop, deliver and present exhibitions to an agreed scope, timeline and budget;
- Act as Project Manager on selected exhibitions and projects led by externally engaged Curators, supporting delivery, coordination and internal alignment;
- Represent Metro Arts and its artists within the visual arts sector, maintaining strong professional networks and sector visibility.

- **PUBLIC PROGRAMS**

- Design, deliver and evaluate a diverse program of public activities that support artistic practice and audience development objectives;
- Work collaboratively with internal teams to ensure that public programs support broader organisational goals, including partnerships and visibility.

- **RESIDENCIES**

- Coordinate and support Metro Arts' residency program, providing professional and practical support to resident artists;
- Facilitate studio visits and other engagement opportunities that connect resident artists and collectives with peers, audiences and stakeholders;
- Contribute to long-lead planning for future exhibitions and programs that may emerge from residencies.

ARTIST SUPPORT AND DEVELOPMENT

- Actively contribute to the evolution and development of programs that respond to arts sector needs and audience opportunities;
- Work with artists/curators to clarify goals, strategies and develop realistic project plans and timeframes;
- Assist artists to identify funding opportunities and prepare submissions and reports;
- Collaborate with colleagues to support artist visibility, audience reach and sector profile.

ABOUT THE POSITION

PROJECT MANAGEMENT

- Coordinate installation of exhibitions, including appropriate scoping of Workplace Health and Safety;
- Ensure the gallery facilities are maintained appropriately and kept at gallery standards in collaboration with colleagues;
- Manage delivery budgets in accordance with organisational policy and relevant industry standards;
- Occasionally manage and supervise freelance technicians, interns and other support staff engaged across exhibitions and programs.

PARTNERSHIPS AND ENGAGEMENT

- Take an active role in fundraising activity, in alignment with the CEO and Marketing & Development Manager, including contributing to grantwriting, maintaining partnerships and donor engagement connected to the exhibitions and public program;
- Contribute to audience development and community engagement initiatives, identifying opportunities to broaden reach and deepen participation;
- Coordinate internal and audience evaluation of exhibitions, public programs and residencies, in line with Metro Arts evaluation frameworks;
- Build and manage relationships with key stakeholders, including partner organisations, sponsors and funders, ensuring clear communication and positive ongoing engagement.

GENERAL

- Evening and weekend work for exhibition openings and events as required;
- Prepare reports for the Metro Arts Board of Directors on activities;
- Undertake other occasional duties which are within the goals and scope of this position description but not specifically listed;
- Adhere to the Metro Arts Code of Conduct and other Metro Arts Policies and Procedures.

ABOUT THE POSITION

PERSON SPECIFICATION

ESSENTIAL

- Educated to degree level or equivalent experience
- Five years of demonstrated experience as a Curator, and commitment to the development of Australian contemporary art
- Strong networks within the Queensland and national arts sector
- High-level written and verbal communication
- Highly collaborative approach to working
- Strong attention to detail and time management
- Commitment to equity, diversity and inclusion

DESIRABLE

- Experience of working in the small-to-medium arts sector
- Experience in fundraising and stakeholder engagement

DATE OF COMMENCEMENT

- Ideal date of commencement is Mid-May 2026
- Please provide an indication of the earliest date on which you could commence in the role

APPLICATION TIMELINE

APPLICATIONS CLOSE

MONDAY 6 APRIL 10:00AM (AEST)

- Email your application by Monday 6 April 2026 by 10:00am (AEST) to business@metroarts.com.au
- Please submit your CV, and a Cover Letter of no more than x2 pages addressing the key selection criteria.
- Please include contact details of three referees including relationship to candidate, name, current telephone number and email address. Please note that referees will be contacted after the interview stage.

INTERVIEWS

- Applicants are required to be available for an interview the week commencing Monday, 13 April 2026.
- Interviews are available either in-person (preferable) or online if required.

GENERAL INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Chief Executive Officer : Kieran Swann via business@metroarts.com.au | 07 3002 7100



Everything you imagine is real. (2022). Anna Carey. Giclee Print, 100 x 88cm. Edition 6 (detail).

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.



**Queensland
Government**



Dedicated to a better Brisbane

Metro Arts is supported by the Queensland Government through Arts Queensland. The Metro Arts Creative Development Program and Artist in Residence Program is proudly supported by Brisbane City Council. Metro Arts Visual Arts (MAVA) Substation is assisted by Brisbane City Council.