# Senior Curator

## Arts & Culture, Neighbourhoods & Community

**Reports to:** Head of Arts & Culture

**Location:** The Dowse Art Museum

**Date:** October 2026

### Purpose of the role:

The role of the Senior Curator is to provide curatorial leadership and expertise, across exhibitions, public programmes, collection development, and partnerships with artists and cultural institutions for the Arts & Culture Business Unit of Hutt City Council which includes The Dowse Art Museum and Petone Settlers Museum.

The Senior Curator provides professional leadership and guidance, supporting high-quality curatorial practice and collection development. As a team leader and mentor, the Senior Curator is responsible for inspiring curatorial excellence and developing the skills, knowledge and opportunities of the people reporting to them and the wider Arts & Culture team.

As a member of the Arts & Culture Leadership Team, the Senior Curator contributes to a collaborative, strategic and innovative approach to delivering the vision and goals of the organisation.

## Our purpose

### Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

## Our values




**Manaakitanga** *Show you care*
We are helpful, compassionate, do good and willingly give our attention.




**Kotahitanga** *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.




**Rangatiratanga** *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

## Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

***Toa Taumata Rau***
Work as One Council

***He Tātai Muka***
People & Performance Focus

***He Rangi tā Matawhānui***
Open & Adaptable

***Te Ringa Tōhau Nui***
Business sense

***Kāpuia Te Kākaho***
Customer & Community Focus

***Te Pae Tawhiti***
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☐ Foundational ☒ Intermediate ☐ Advanced

# About the role

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| **Curatorial leadership** | Alongside the Head of Arts & Culture, leading the development of a long-term programme of substantial and significant exhibition projects; including art, social history exhibitions and displays, and touring exhibitions.<br><br>Being committed to an exhibition programme that reflects the diversity of Aotearoa New Zealand's artists, art history, social history, and our audiences.<br><br>Developing and maintaining a strong curatorial profile locally and nationally.<br><br>Lead the development and delivery of effective communications for exhibitions and the collection to audiences onsite and online, and to colleagues and peer organisations.<br><br>Working alongside the Head of Arts & Culture and the team, and with the Council's communications team to ensure effective promotional and marketing of Arts & Culture activities on all platforms.<br><br>Alongside the Head of Arts & Culture, leading the development and oversight of the art, public art, and social history collections.<br><br>Working with the Head of Arts & Culture and the Leadership team to budget and manage exhibition development and delivery. |
| **Develop effective partnerships** | Fostering professional relationships with:<br>• Artists, curators, writers and the art sector (locally, nationally and internationally) as a whole<br>• gallerists, collectors and other supporters of the arts<br>• museums professionals.<br><br>Developing and maintaining strong relationships with our community partners. Contributing to the wider conversation on contemporary art and relevant social history through participation in a range of events and publications. |
| **Leadership** | Provide strong and authentic leadership that supports our people to achieve positive outcomes, learn and grow, feel |

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| | valued and have a sense of purpose by understanding how their work contributes to our organisational priorities.<br><br>Lead and be a role model of Council's culture, values and core capabilities.<br><br>Proactively look for ways to support our people to be and do their best by positively influencing and improving the people experience at every step of the employee lifecycle.<br><br>Take a 'one council' approach to leadership.<br><br>Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context<br><br>Demonstrate and promote the use of reo Māori and other languages and customs in all that you do. |
| **Strategy, development & planning** | Develop and provide innovative ideas and solutions that enable Council to keep pace with fast-changing technologies, best practice, and trends.<br><br>Prioritise and implement the Council's Strategic plan in an organised way to ensure business continuity and resource availability.<br><br>Develop short term and long-term strategies and plans. Ensure effective resource planning and management across the team, with a focus on meeting service delivery expectations. |
| **Customer experience** | Foster a positive customer experience at every stage of the customer journey.<br><br>Build customer loyalty and satisfaction. |
| **Stakeholder engagement** | Build and develop effective relationships, proactively engaging with others in a positive manner, including with key stakeholders and business and industry groups.<br><br>Collaborate across council and with our partners to explore opportunities for continuous improvement.<br><br>Develop and maintain an ongoing understanding and awareness of the organisation's political arm and aims, ensuring the ability to respond effectively and appropriately to requests for advice or services. |
| **Change management leadership** | Be an effective sponsor of change by demonstrating commitment to the change, both individually and organisationally. |

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| | Coach and support your people through their own change journey.<br><br>Provide clear, concise and timely communications to your people. |
| **Continuous Improvement** | Champion new and innovative ways of thinking.<br><br>Identify, recommend and aid in the implementation of improvements to existing systems and procedures. |
| **Financial management** | Be accountable for decisions around money and assets, carefully considering the best value for money when making spending choices and managing costs to ensure expenditure is within budget.<br><br>Protect council's reputation and consider the perception of how expenditure would look to stakeholders and third parties.<br><br>Participate positively in the Long-Term Plan and Annual Plan budget processes, along with regular budget management, reporting and forecasting activities, to ensure accurate and quality information and advice is provided. |
| **Risk management** | Champion risk management, consult and proactively assist leaders to develop best practice systems, and drive education and awareness. |
| **Emergency Management** | Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role ie: floods, slips and other weather or natural event preparedness. |
| **Health, safety and wellbeing** | Support your team to actively engage in health and safety, manage risk and overlapping duties to create a safety culture based on continuous improvement.<br><br>Ensure the wellbeing of our people is a priority and that team members are encouraged and supported to participate in wellbeing activities.<br><br>Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely.<br><br>You are familiar with our H&S Manuals and how to abide by and operationalise its content. |

# About you

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| **Essential** | Graduate degree in relevant discipline<br><br>Ability to lead a team to establish a culture focused on creative thinking and performance that is sustained during times of high pressure<br><br>Experience working within a fast-paced programme of work and on projects of different sizes and lead-times<br><br>Strong knowledge of Aotearoa New Zealand history and art history, and contemporary art practice<br><br>High awareness of current conversations in curatorial practice and museum leadership<br><br>Strong communication skills in person and in public presentations<br><br>A strong and distinctive writing style, easily adapted to a variety of contexts<br><br>Openness to needs, expectations and values of customers<br><br>A knowledge of different accessibility needs and visitor requirements |
| **Desired** | Post-graduate degree in relevant discipline<br><br>Understanding of tikanga Māori and basic Te Reo<br><br>Experience in developing and managing public programme events<br><br>Knowledge of Aotearoa New Zealand craft and applied art history and contemporary practice<br><br>Experience in using online channels to reach audiences and develop relationships<br><br>Knowledge of contemporary approaches to social history curating and exhibition making |

# Key relationships and delegations

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| **Number of people reporting you** | 2 |

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| **Total number of people within your delegation** | 2 |
| **Operating budget** | $ TBC |
| **Capital budget** | $ TBC |
| **Core partnerships** | **Internal:** Director and Leadership team, Exhibitions Manager, Customer Communications and Engagement team, Curatorial team, Collections team, Learning and Engagement team.<br><br>**External:** Sector colleagues, artists and makers, collectors and art supporters, media and reviewers, wider arts networks nationally and internationally. |

# Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

# Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

***The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.***