



The following position exists in department:

COLLEGE OF HUMAN SCIENCES

UNISA ART GALLERY, DEPARTMENT OF ART AND MUSIC

MUCKLENEUK CAMPUS (PRETORIA)

(ACADEMICS)	CANDIDATES WITH A RESEARCH OR ACADEMIC BACKGROUND
(NON-ACADEMICS)	CANDIDATES FROM INDUSTRY

Assistant Curator in the Unisa Art Gallery (P9) X1 (Ref. CHS/SJ/028-2022)

Post specific requirements for Assistant Curator in the Unisa Art Gallery:

- A Bachelor's degree in Curation, Museology, Art History, Visual Arts or related discipline
- 2 years Museum, gallery or art industry experience
- Sound and diverse knowledge of art and culture in South Africa
- Excellent writing and research skills
- Knowledge of the principles of conservation, digitization, art collection and cataloguing
- Ability to assist in curating innovatory, ground breaking exhibitions
- Computer literacy
- Excellent communication, interpersonal, organisational and team building skills
- Ability to work under pressure
- A valid driver's license

Duties

- Administration of events, art exhibitions and group visits
- Assist to curate and coordinate exhibitions in line with the academic calendar
- Assist the visual multimedia arts section with student exhibitions
- Assist with the day to day administration of the gallery, storage of artworks and general maintenance
- Administration of new acquisitions, sourcing new acquisitions and updating the online catalogue
- Serve on committees in the Department of Art and Music
- Attend seminars and conferences
- Participate in professional bodies and societies.

NOTE:

The Advertisement Committee recommended that the position be advertised internally and externally simultaneously as this is a specialised function.

Salary : Remuneration is commensurate with the seniority of the position
Assumption of duty : As soon as possible
Enquiries : (012 429 8889) Ms S Janssen (HR Advisor: College of Human Sciences)
Closing Date : 09 December 2022

ACTIVITY:



The prescribed application form [ApplicForm PermAdminProfPost_2021 \(1\).doc](#) must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;

- identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months)
- all educational qualifications (certified copies within the previous six months)
- academic transcripts/records (certified copies within the previous six months)
- proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months).

- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*



- **We welcome applications from Persons with Disabilities**

ACTIVITY:



- Applications must be forwarded by email to: CHS2PA@unisa.ac.za
- If you apply for more than one position, each application must be in a separate email.



- **Late, incomplete and incorrect applications will not be considered.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.