

JOB DESCRIPTION

EXHIBITIONS CURATOR

Nature of Role: Permanent
Reporting to: The Chief Curator
Duty Station: Windhoek

In order for the National Art Gallery of Namibia (NAGN) to support its mandate and sectoral developments, we seek a dynamic and energetic individual to take on the role of an Exhibitions Curator.

PRIMARY PURPOSE OF THE JOB:

- Participate in and contribute to the objectives of the curatorial division within the mandate of collecting, preserving, exhibiting and researching of visual art and craft.
- Compile and manage an annual exhibition schedule in consultation with the Chief Curator.
- Encourage artists to apply for potential exhibitions at the NAGN.
- Initiate institutional exchange exhibitions, locally, regionally and internationally.
- Assist with maintaining collections under the care of the NAGN.
- Curating and writing for internal exhibition.

PREPARATION AND DEVELOPMENT OF EXHIBITIONS AND RELATED PROGRAMS

- Maintain professional inter-departmental and external relations to ensure that the exhibition procedures are followed.
- Develop innovative and engaging programming around exhibitions.
- Serve as an additional member of the internal Exhibitions Committee
- Write proposals and developing exhibitions and related programs.
- Ensure quality exhibition display and recommend updates to display techniques for future exhibitions.

LIAISON WITH TECHNICIANS

- Liaise with Gallery and Framing Technicians to ensure effective delivery of exhibitions and related programmes.

ADMINISTRATION OF THE EXHIBITIONS SCHEDULE

- Compile and manage an annual exhibition schedule in consultation with the Chief Curator.
- Provide information on all exhibitions to the marketing and communications office for promotion.
- Compile and recommend a regional program for the NAGN.

CARING AND CONDITION OF ARTWORK

- Implement of preventative conservation practices for exhibitions.
- Execute regular condition reporting on artwork on the NAGN premises.
- Ensure that artworks not on display are transported and stored correctly.
- Ensure that artworks on display are maintained in a good condition.

RESEARCH AND WRITING

- Develop creative concepts and text for exhibitions.
- Develop research papers about contemporary Namibian Visual Artists and Practices.

NETWORKING

- Networking with other art galleries, museums and cultural institutions locally and internationally.

ADMINISTRATION

- Following NAGN procedure, maintain a proper and clear physical and digital filing system of all relevant documentation.
- Give input into annual budget of NAGN funded exhibitions to Chief Curator for departmental budget.
- Plan and report on all NAGN exhibition activities locally, regionally and internationally.
- Ensure relevant documentation are in place guided by the exhibition checklist for upcoming exhibitions.
- Develop and plan stock list of materials and needs for installation of exhibitions in close consultation with NAGN technicians.

CORE COMPETENCIES

- Have sound knowledge and interest in contemporary visual art, with emphasis on African, southern African and Namibian art
- Be informed of contemporary international art developments and theories.
- Have broad knowledge of Namibian and Southern African art collections.
- Be experienced in the care and handling of art collections or artefacts.
- In-depth knowledge on trends in the Art market locally and abroad.
- Have excellent English written and verbal communication skills. (Additional spoken language will be an advantage)
- Have the ability to organise, present and communicate messages effectively through display.
- Have excellent project management and organisational skills.
- Have creative writing experience.
- Be passionate and enthusiastic about art.
- Have knowledge of fundraising for creative and cultural projects.
- Have computer software skills, including Word, Excel and PowerPoint
- Have basic command of InDesign and/or Photoshop will be an advantage.
- Have strong interpersonal and communication skills.
- Have excellent teamwork skills in order to effectively execute duties as part of the curatorial department.
- Have knowledge of Namibia's urban and rural areas.
- Valid Code B Namibian driver's license would be an added advantage

DUTIES FOR SHARING WITH COLLECTIONS CURATOR

- Draft critical reviews of exhibitions.
- Undertake research and writing of texts for media, catalogues and short publications
- Serve as additional member on the Collections Committee.

QUALIFICATIONS AND REQUIREMENTS

- Level 7 qualification (bachelor's degree level) in Visual Arts, Art History or Visual Culture.
- A qualification in Curation, Exhibition Design, Art History or Museum and Heritage Studies.
- Two (2) years relevant experience

An updated CV with certified copies of qualifications, should be sent to shr@nagn.org.na, or hand delivered at the National Art Gallery of Namibia. The Gallery is situated on the corner of Robert Mugabe Avenue and John Meinert Street, Windhoek. Alternatively, post to P O Box 994, Windhoek, Namibia. **Only shortlisted candidates will be contacted for interviews.**

For enquiries, please contact the Human Resources Unit on +264 61 231 160 or shr@nagn.org.na.

The closing date for all applications is Tuesday, 31 March 2026 @ 17h00