

# ASTROFEST

## ASTROFEST ASTROPHOTOGRAPHY CURATOR – SCOPE OF WORK

We welcome new ideas and a refresh of the Astrofest Astrophotography Exhibition, so while this document details how the exhibition has run in the past, there is scope to change processes and how the exhibition runs in consultation with the Astrofest Coordinator.

### Estimated hours

We estimate the entire project hours to be 50-60 hours over approximately six months from August 2019 through to March 2020.

### Role within Astrofest

The Astrophotography Curator is a member of the Astrofest Committee. The curator role is supervised by the Astrofest Coordinator, and the final decision on items relating to the exhibition and Astrofest lies with the Coordinator after consultation with the curator and committee.

### Availability

The Astrofest Curator must be available for the night of Astrofest 2020 (February 29<sup>th</sup>, 2020) and for approximately 3 committee meetings which are usually held after business hours.

### Desired skills or experience

- Connection to the WA astrophotography community (personal Astrophotography experience preferred)
- Experience in project organisation
- Experience in exhibiting or selling photographic prints
- Experience in managing a judging process/competition
- Good communication skills and the ability to work both independently and in a team environment

### Curator's Responsibilities

Below is an indicative list of the tasks involved in the Astrophotography Curator role each year. Not included in this list is involvement in touring the exhibition throughout Western Australia over the 12 months following Astrofest, which involves separate remuneration and agreements.

- Liaise with sponsors.
- Create entry terms and conditions in consultation with the Astrofest Coordinator.
- Create content for announcements and website updates.
- Compile and maintain an email distribution list.
- Send email notices and updates.
- Liaise with entrants and notify successful astrophotographers.
- Prepare entries for the judging process.
- Select and liaise with judging panel.
- Order trophies.
- Edit image captions and titles and proof-read final documents.
- Prepare selection information and files (including video files) for presentation.
- Prepare the catalogue text and layout for graphic design.
- Liaise with media as required.
- Prepare the images for exhibition at Astrofest (depending on format decided).
- Install and de-install the exhibition on the night of Astrofest.

- Package exhibition for transport/storage post Astrofest.

### ICRAR's Responsibilities

As the coordinators of Astrofest, ICRAR work with the Astrophotography Curator to deliver the exhibition. The Astrofest Coordinator will manage the process and ICRAR will take care of the following tasks for the exhibition:

- Budget management.
- Graphic design and layout of images, certificates, catalogue and other printed materials.
- Website maintenance and updates.
- Creation and maintenance of the online submission system.
- Payment and issue of invoices for sponsorship, printing and trophies.
- Purchase and provision of consumables.