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Position title	Publishing Assistant
National Gallery level	NGA level 4
Position number	2230
Employment type	Non-ongoing – Full-time, 12 month placement
Department	Creative Studio
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Publishing Manager
Direct reports	Nil
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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### **ABOUT THE GALLERY – ABOUT OUR TEAM**

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

### **WORKING AT THE GALLERY**

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

## **OVERVIEW OF THE ROLE**

The National Gallery publishes a broad range of non-fiction, fully illustrated visual art books, including exhibition publications and artist monographs.

Our publishing list supports the vision of the Gallery to be the international reference point for art, inspiring all people to explore, experience and learn.

Under the guidance of the Publishing Manager, and as part of the Publishing team, the Publishing Assistant is responsible for supporting the team delivering the *Tyler Graphics Catalogue Raisonne* (TGCR). This will be by assisting with monthly reporting requirements, providing administrative and editorial support to the publication team, and contributing to the production and submission of sales materials.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

The role of Publishing Assistant is a fixed-term, full-time role for 1-year and sits within the Creative Studio team.

## **OUR IDEAL CANDIDATE**

Our ideal candidate is a motivated publishing professional with experience working in a similar role or with qualifications in professional writing and editing. An awareness of publishing trends within the trade and cultural sector will be beneficial.

You will have strong organisational skills, proven ability to manage and prioritise multiple tasks simultaneously, and be resilient and agile working in a dynamic and busy environment.

Our ideal candidate is outcome oriented, with the ability to grasp interdependencies and issues that may impact assigned projects.

You will be a team player and a clear communicator, enjoy and excel at building and maintaining relationships with internal and external stakeholders. You will bring a positive attitude and operate efficiently and with integrity.

A high level of experience in Microsoft 365 is essential and knowledge of the Adobe suite and TechOne are desirable.

## **WHAT WILL YOU DO?**

In accordance with the NGA 4 work level standards and under leadership of the Publishing Manager, the Publishing Assistant will:

- coordinate monthly reporting on the TGCR to go to the Publications Steering Committee
- provide editorial support to the publications team, including editing and proofreading
- provide administrative support to the publication team, including producing agendas and minutes for publication meetings
- produce and submit sales materials and data to National Gallery distributors
- maintain the internal National Gallery Publishing list ensuring details are up to date
- participate in departmental meetings.
- other duties commensurate with departmental and portfolio priorities.

## WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following:

**Inspire a sense of purpose and direction** by providing direction to others regarding the purpose and importance of their work. You will illustrate the relationship between operational tasks and the Gallery's goals.

**Be strategically focused** by understanding the Gallery's objectives and aligning your operational requirements accordingly. You can consider the ramifications of issues and longer-term impact of own work and work area.

**Ensure closure and deliver on intended results** by seeing projects through to completion. Monitor project progress and adjust plans as required. You are committed to achieving quality outcomes.

**Nurture internal and external relationships** by building and sustaining relationships and networks with key stakeholders. You will be proactive in your work and be responsive to internal and external client needs.

**Demonstrate public service professionalism** by adopting a principled approach and adhere to the National Gallery's values and code of conduct in all that you do. You are professional and impartial and operate within the boundaries of National Gallery's processes and legal obligations.

## HOW TO APPLY

To apply for this role please forward your **CV, statement** and **personal particulars form** to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

You should provide a tailored **CV (maximum of three pages)** along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

## ELIGIBILITY:

**Citizenship** - To be eligible for employment with the Gallery, you must be an Australian citizen.

**Police Check** - To be eligible for this role you must complete a police check.

## WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

## CONTACT

Further information about the position may be obtained by contacting Penny Sanderson, Publishing Manager [penny.sanderson@nga.gov.au](mailto:penny.sanderson@nga.gov.au).