



Position title	Communications Officer
National Gallery level	NGA 5
Position number	2321
Employment type	Ongoing – Full-time
Department	Communications
Portfolio	Marketing, Communications & Visitor Experience
Immediate supervisor	Communications Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The National Gallery is seeking an experienced Communications Officer to join a small, dynamic and creative team at Australia's leading visual arts institution. You will join the Communications team within the Marketing, Communications and Visitor Experience portfolio.

In this role you will create, commission and manage content for internal and external audiences to deliver dynamic communication strategies for a range of exciting projects. This role is to support the development and implementation of major exhibition campaigns and Gallery initiatives, while taking the lead on the promotion of smaller exhibitions and programs. The Communications Officer drives visitation to the Gallery onsite, online and on tour through extensive and positive media coverage.

Working closely with the Communications Manager – the Communications Officer implements the Communication's Policy and ensures the Gallery's tone of voice and key messages are aligned across communications products.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate is a communications professional with experience developing and implementing public relations, communications and engagement strategies. You are results-focused, with the ability to work independently as well being a strong collaborator.

You are a creative thinker with a high level of written and verbal communication skills. You are skilled in stakeholder management with experience in nurturing relationships across a range of internal and external stakeholders.

Your highly developed organisational skills, ability to prioritise and excellent attention to detail will enable you to see projects from concept to completion and will ensure you can operate efficiently and with integrity in a high tempo environment, while giving others a sense of purpose and direction in promoting the National Gallery's artistic program and associated events.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will:

- Under the direction of the Communications Manager, contribute to the development and implementation of communications strategies for exhibitions, public programs and special projects including publicity, media relations, event management and content development.
- Develop and edit content to proactively promote the National Gallery including media releases, media briefings, media kits, internal communications and online content, responding to the competing priorities of a dynamic gallery environment.
- Manage the logistics and media engagement for high-level media launches and other media events including event management, media pitches, budgets, travel booking, production schedules, film crew assistance and other tasks, as required.
- Manage the Gallery's media monitoring program and reporting requirements; including analysis of coverage, media updates for high-level stakeholders, and maintain consistent filing of media coverage.
- Manage the Gallery's media contacts database, including regular updating of contacts to reflect the changing media landscape.
- Undertake administrative duties including managing budgets and preparing reports for senior management and funding partners including analysis of communications and marketing activities and their impact

WHO ARE WE LOOKING FOR?

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

You will:

Have **excellent written and verbal communication** skills with the ability to **communicate clearly** and focus on key messages.

The ability to work with a range of stakeholders and **nurture internal and external relationships**.

Versatility, flexibility and creativity in aligning your work with the **strategic priorities** of the National Gallery.

A demonstrated ability to **listen, understand and adapt** to audience and stakeholder needs.

Apply and build your professional expertise by utilising your expertise and capitalising on the knowledge and skills of others within the Gallery.

The ability to manage your workload to **achieve results** seeing projects through to completion while working with competing priorities.

HOW TO APPLY

To apply for this role please forward your **CV, statement** and **personal particulars form** to 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.

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.

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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Experience and/or qualifications in Marketing, Communications, or related discipline will be an advantage.

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 Jessica Barnes on +61 2 6240 6431 or jessica.barnes@nga.gov.au.