



Position title	Curatorial Assistant, First Nations Art
National Gallery level	NGA 4
Position number	4518
Employment type	Full-time - Ongoing
Department	Artistic Program
Portfolio	First Nations
Immediate supervisor	Head Curator, First Nations Art
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check This role is only available to Aboriginal and/or Torres Strait Islander people.

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 excellence, creativity, courage, respect, and accountability.

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 is seeking an emerging First Nations curator or arts administrator to join an enthusiastic team who work within a vibrant and rewarding environment stewarding and developing the National Gallery's relationship with art and artists. This position reports to the Assistant Director, First Nations Engagement and Head Curator, First Nations Art and is responsible for planning and coordination of activities related to the Aboriginal and Torres Strait Islander Art collection, programs, and departmental projects.

This position covers a broad range of operational functions and activities that support the department's capacity to address the curatorial vision, meet agreed operational and strategic targets and to establish and maintain strong and meaningful internal and external relationships, including with artists, galleries, museum colleagues within and outside the National Gallery, and the public.

This role constitutes an affirmative measure under section 8(1) of the Racial Discrimination Act 1975 and is only available to Aboriginal and/or Torres Strait Islander people.

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.

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

This position of Curatorial Assistant, First Nations Art is an ongoing full-time role with the First Nations Curatorial team.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have administrative, planning, organisational, time management and attention to detail skills to manage and coordinate priorities and deliver results to a high standard as per timeframes and deadlines. Strong administrative support skills are crucial, with proficiency in the use of the Microsoft Office suite of applications and other tools that assist you in developing and monitoring workflows, set priorities and meet deadlines. You will have the ability to learn new operating systems and databases, including Tessitura and kEmu, and an understanding of their application across departmental activities, including artwork acquisitions, exhibitions, research and other curatorial work is desirable.

You will have some experience in undertaking primary research, and desirability to or in the process of developing a specialist knowledge in Aboriginal and Torres Strait Islander Art. You will have some experience in producing written content for a variety of audiences, including official correspondence, social media and web-based publication.

Your sound communication skills, ability to prioritise and strong interpersonal skills ensure your effective engagement with a wide range of audience, including staff at all levels, external specialists and the public.

You show initiative and have the ability to work flexibly, with good interpersonal skills, and have experience working with sensitivity and discretion. You promote and apply the principles of workplace diversity and participative management practices in a cross-cultural environment.

Experience in the art gallery/museum environment, with understanding of, or experience in, curatorial practice and museum operations would be highly encouraged but not mandatory.

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

In accordance with the APS 4 work level standards, you will:

- Provide professional support to the Head Curator, First Nations Art, on all Curatorial business;
- Act as the first point of contact for the department, liaising with internal and external stakeholders, including donors, artists, curatorial colleagues, valuers, researchers, and the public, referring complex queries to relevant curatorial departments;
- Assist the department in preparation of correspondence, contracts, collection displays and publications, including answering questions from external parties about the Aboriginal and Torres Strait Islander Art collection;

- Conduct preliminary research across a range of archival sources in the preparation of materials for the presentation, exhibition, acquisition and documentation of works within and entering the national collection, including collection management activities across cataloguing including interpretive material, provenance data and biographies;
- Assist in the management of projects relating to exhibitions, loans and publications, including liaising with the Exhibitions, Conservation and Registration teams in relation to the condition of works and suitability for display and storage in line with project timelines, agendas, minutes and workshops;
- Help manage workflows related to the department's programs, especially as they relate to the Aboriginal and Torres Strait Islander Art collection; and
- In consultation with the Head Curator, First Nations Art, develop collection presentations and exhibitions, including preparation of interpretive material and liaison with Design, Publications and other departments.

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:

- Draw on **information from multiple sources** and use agreed guidelines to analyse what information is important and how it should be used. Keeps self and others well informed on work progress.
- **Confidently present messages in a clear, concise manner**, focusing on key points and using appropriate language. Your written and oral communication is structured to ensure clarity.
- **Take personal responsibility for accurate completion of work** and seeks guidance when required. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.
- Recognises the **positive benefits that can be gained from diversity**, including the different working styles of individuals, and factors this into the management of tasks. Tries to see things from different perspectives and treats people with respect and courtesy.
- **Understands and supports the organisation's vision and business objectives**, including recognising how own work contributes to the achievement of organisational goals. Understands the reasons for decisions and recommendations.

HOW TO APPLY

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 'Our ideal candidate' 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 'Who are we looking for?' section.

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.

To apply for this role please forward your application to recruitment@nga.gov.au.

ELIGIBILITY:

To be eligible for this role you **must**:

- be an Australian citizen
- complete a police check

This vacancy is only open to Aboriginal and/or Torres Strait Islander people.

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 Jennifer Barrett, Executive Officer, on +61 2 6240 6417 or Jennifer.Barrett@nga.gov.au.