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Position title	Senior Creative Producer
National Gallery level	NGA Level 6
Position number	6032
Employment type	Ongoing – Full-time
Department	Content and Digital
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Digital Platforms Manager
Direct reports	N/A
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 is seeking a collaborative senior creative producer with exceptional communication skills and a strong track record in producing digital content and experiences. This role is situated within the Content and Digital team, responsible for delivering captivating stories and experiences on the Gallery's platforms that connect audiences to art and culture in impactful ways.

As part of the Marketing, Communications and Visitor Experience portfolio, the Content and Digital department aims to extend the National Gallery's reach and impact by developing and implementing ambitious programs onsite, online, and on tour. In this position, you will drive the Gallery's onsite interpretive audio experiences and digital publishing initiatives.

Collaborating closely with curatorial, learning, programs, publishing, marketing and communications, you will lead the production of new digital products, audio content, and feature enhancements within existing digital platforms.

This position will contribute innovative ideas and strategies that align with the department's broader objectives of engaging audiences with art, artists and the national collection. The Senior Creative Producer role is a full-time, ongoing position within the Content and Digital team.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will possess exceptional project management, planning, and communication skills. Attention to detail is crucial for effectively managing and coordinating conflicting priorities, ensuring projects are delivered on time and within budget.

To be successful in this role you will likely have experience working in the arts and cultural sector and significant experience in the management and implementation of digital content projects, including technical capability using digital platforms and website content management systems.

You are a results-focused collaborator and a strong communicator who can support team and organisational capability through your ability to communicate clearly and nurture relationships across a range of internal and external stakeholders, while continuing to listen, understand and adapt in a dynamic environment.

The ideal candidate will bring a positive attitude, operating efficiently and with integrity. They will consistently achieve project deadlines and complete assigned tasks to the highest standards, while working within an allocated budget. Given the complexity and interconnected nature of many projects, the ability to coordinate and deliver multiple components simultaneously is essential.

## **WHAT WILL YOU DO?**

In alignment with the APS 6 work level standards, your responsibilities will be as follows:

- Proactively manage, edit and produce content aligned to the National Gallery's artistic program, cultural agenda, key projects, ideas and initiatives for Gallery-owned platforms including the website, audio guide and digital publications.
- Work collaboratively across internal departments including curatorial, learning, programs, marketing and communications to develop content for exhibitions and artistic projects as part of the Exhibitions Project Management Framework.
- Collaborate with external stakeholders to deliver digital content projects of a consistently high quality, aligned to the Gallery's positioning, objectives and vision.
- Work with the Digital Platforms Manager to manage maintenance and enhancements for bespoke digital products and platforms including the website, audio guide and digital publications.
- Participate in the development and implementation of new online and digital projects, ensuring content creation drives engagement across different audience segments.

- Oversee project management including planning, budgets and delivery based on evaluation, analysis and insights into the effectiveness of content.

## 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:

**Take responsibility for managing work projects to achieve results** and will see tasks through to completion. You will work within agreed priorities and commit to achieving quality outcomes.

**Nurtures internal and external relationships** Builds and sustains positive relationships with team members, stakeholders, and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.

**Harnesses information and opportunities** Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches.

**Commits to action** Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.

**Communicate clearly** and confidently when presenting messages in a clear, concise and articulate manner. You will focus on key points and use appropriate, unambiguous language.

## 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 '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 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:

- Tertiary qualifications in Visual Art, Museum Studies, Journalism, Design and/or Media are highly desirable.
- Experience and qualifications in audio / video production and web development are highly desirable.

## **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 Marika Lucas-Edwards on +61 2 6240 6548 or [Marika.Lucas-Edwards@nga.gov.au](mailto:Marika.Lucas-Edwards@nga.gov.au).