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Position title	Project Manager, Touring Exhibitions
National Gallery level	NGA Level 6
Position number	6074
Employment type	Full time, ongoing
Department	Art Across Australia
Portfolio	Artistic Programs
Immediate supervisor	Manager, Touring Exhibitions
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Degree in an Arts related field Experience with project and collection management software Significant experience in a Project Management role

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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 Project Manager, Touring Exhibitions will support the successful delivery of the new touring exhibitions model as part of the recently launched department – Art Across Australia. Reporting to the Manager, Touring Exhibitions this position is responsible for making the national collection available and accessible to audiences of all ages and backgrounds across Australia through the development, delivery, promotion, and evaluation of touring exhibition projects.

This position is a valued member of the Touring Exhibitions team and will draw on the technical and creative expertise of multiple departments across the organisation to achieve the aims and objectives of the touring program.

You will also assist in the development of grant funding applications and work with the Development and Partnerships team to implement funding agreements relevant to the touring program.

This is a full-time, ongoing employment opportunity available within the Touring Exhibitions Department.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have experience in delivering touring exhibitions within the cultural sector, including exceptional project management, administrative, planning, organisational, communication and time management skills.

You will have a strong knowledge and appreciation of the visual arts. Your high-level understanding of museum standards provides you with the knowledge to handle and display works of art appropriately while having regard for conservation requirements. You will have experience with preparing and monitoring exhibition budgets and agreements with an understanding of resourcing and logistical requirements.

Discretion, good judgement and the ability to prioritise are crucial in this role, while working to deadlines, remaining calm, good natured and acting in a professional manner at all times.

Working in a team is important to you. You are a hands-on, self-starter who enjoys working collaboratively with others both internally and externally, is adaptable and enthusiastic, thinks outside of the box and enjoys variety in their work.

## **WHAT WILL YOU DO?**

In accordance with the APS 6 work level standards, you will:

- Project manage, implement, and coordinate all aspects of designated touring exhibitions including shared administration of the annual Touring EDM and Expression of Interest process.
- Support the Manager, Touring Exhibitions to develop proposed exhibition projects, and develop touring itineraries for the annual Touring program.
- Prepare, collate, and monitor work programs and related documentation including risk assessments, job safety analyses, forward plans, work schedules, budgets, contracts, statistics and correspondence for designated touring exhibitions.
- Coordinate grants applications, reporting, acquittals, and correspondence for designated touring exhibitions
- Engage and collaborate with team members across the Gallery who are involved in enabling and delivering touring exhibitions for Art Across Australia to achieve required outcomes, facilitate cooperation and ensure tight timelines are met.
- Develop and manage a network of industry, government and professional contacts with an emphasis on venues and communities as relevant to the national touring program.
- Accompany, install and support touring exhibitions and represent the National Gallery as required.

## WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate the following,

You will have:

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

Highly developed project management skills and experience in managing your workload to **achieve results**, including working within budget.

The ability to **communicate with influence**, including listening actively and clearly articulating your message in both oral and written forms, enabling you to negotiate effectively with internal and external stakeholders.

The ability to **act with integrity and display personal drive**, showing accountability, judgement, professionalism and taking responsibility for meeting objectives and progressing work.

Experience in **supporting productive working relationships**, including working collaboratively, sharing learnings with others and valuing diversity, to develop and maintain networks in the touring exhibitions program.

## 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 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.

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 and experience include:

- Significant experience in a Project Management role with a focus on exhibitions / touring exhibitions within a cultural organisation.
- Degree in an Arts related field
- Experience with project and collection management software

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The role will occasionally involve tasks such as unpacking/packing crates and handling heavy artworks. As such, the ideal candidate must possess the capability to fulfil all physical demands of the position, whether with or without reasonable accommodation.

Additionally, you may be asked to undergo a health assessment administered by an authorised medical practitioner appointed by the Gallery, considering the nature of duties and associated job-related risks.

## **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 Tara James, Manager Touring Exhibitions on +61 2 6120 2917 or [tara.james@nga.gov.au](mailto:tara.james@nga.gov.au)