



Position title	Youth Programs Convenor
Position number	6091
National Gallery level	NGA Level 6
Department	Learning
Portfolio	Artistic Programs
Employment type	Ongoing
Immediate supervisor	Public Programs Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Working with Vulnerable People card (or the ability to obtain)

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include 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 parliamentary 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 encouraged 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 Youth Programs Convenor leads the National Gallery's youth engagement strategy, consisting of flagship youth programs, including the National Gallery Youth Council, the National Summer Art Scholarship and the National Young Writers Program.

Working closely with the Public Programs Manager, the Youth Programs Convenor collaborates with young people, artists, educators, curators, National Gallery colleagues, partners and external stakeholders to facilitate youth-led programming for young people across Australia. Programs promote engagement with the National Collection and exhibitions program and are delivered across platforms including onsite at the Gallery, online and offsite in association with National Gallery touring partners. The Youth Programs Convenor produces inclusive and accessible programs for diverse audiences of young people that widen participation, spark curiosity and inspire new ways of thinking.

The Youth Programs Convenor works closely with First Nations colleagues across the National Gallery to elevate the voices of First Nations artists and build knowledge and understanding of First Nations art practices.

The Youth Programs Convenor is responsible for all aspects of program delivery including: consultation and collaboration with the Youth Council; development of project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff. The Youth Programs Convenor also works closely with colleagues in Marketing and Communications to promote events and build audiences.

The Youth Programs Convenor role requires regular after hours and weekend work. Weekend penalties or time off in lieu will apply.

This position reports to the Public Programs Manager. This position is an ongoing, full-time role with the Learning Team.

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate is experienced in the development and delivery of public programs or learning programs for young people within cultural organisations. You have the knowledge and skills to extend the reach and impact of public programs for youth audiences and have an understanding of youth-led programming practices.

You have experience collaborating with artists, curators, program convenors and communities in the development and delivery of a wide range of programs, both onsite and online. You have demonstrated experience in programming events that are accessible and inclusive.

You share the Gallery's commitment to centring the voices of First Nations artists and communities and are experienced in collaborating with First Nations artists, curators and communities.

You have project management experience, including the development of project timelines, budgets and stakeholder relationships. You have an understanding and awareness of evaluation methods, with a commitment to reflective practice.

You are experienced in the supervision of casual and consultant event staff and have demonstrated experience in facilitating collaborative planning processes. You are friendly and approachable and have well-developed written and verbal communication skills. You are flexible and solutions focused.

You have Tertiary qualifications in visual art/art history or relevant qualifications and experience in a cultural field.

WHAT WILL YOU DO – DUTY STATEMENT

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

- Works with the Public Programs Manager and Head of Learning to develop and define the National Gallery's approach to peer-led programming for young people.
- Develop and deliver the National Gallery's Youth Council program, including: annual promotion and recruitment of participants; collaborative planning processes; professional development opportunities and delivery of creative outputs with Youth Council members. The National Gallery Youth Council will deliver 1 x flagship event each year for young people, while participating in a range of youth-led professional development opportunities, and opportunities to collaborate with the National Gallery Learning Team.
- Develop and deliver the National Summer Art Scholarship program, including: annual promotion and recruitment of participants; communication with participants, families and teachers; leading the collaborative development of the program with key Learning Team members; liaison and relationship building with participants through online engagement over 12 months; delivery of the in-person residency at the Gallery; reporting and evaluation.
- With the Public Programs Manager, develop and deliver the biennial National Young Writers Program, including: program development; annual promotion and selection of participants; program delivery; administrative support; reporting and evaluation.
- Work with the First Nations Engagement Team and First Nations Lead Artist Educator to ensure that youth programs and resources centre First Nations artists and are informed by the Gallery's First Nations learning principles.
- Supervise casual artist educators, learning assistants and emerging learning facilitators in the development and delivery of programs for young people.
- Manage data and reporting requirements in relation to youth programs.
- Contribute to the broader activity of the National Gallery learning and public programs as required.

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 effective stakeholder engagement skills to partner with senior managers, line areas, and other stakeholders to improve strategic programming outcomes for the Gallery.

Have the ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality of customer service when engaging with internal and external stakeholders and organising and managing the casual and volunteer workforce.

Have experience in managing the workload of you and your team to **achieve results**, working with within an ever-changing environment.

Act with integrity, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery.

Be versatile, flexible and creative in **aligning your work with the strategic priorities** of the National Gallery and communicating this to your team.

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' and 'Who we are looking for' 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.

Further, 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 Citizenship
- Satisfy a Police check
- Have a Working with Vulnerable People card (or the ability to obtain)

Work, Health & Safety Obligations

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.

CONTACT

Further information about the position may be obtained by contacting Megan Carrigy on +61 2 6240 6643 or megan.carrigy@nga.gov.au.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.