



Position title	Regional Initiatives Manager
Position number	6095
National Gallery level	NGA Level 6
Department	Touring Exhibitions
Portfolio	Artistic Programs
Employment type	Non-ongoing Full time- 4-year term
Immediate supervisor	Manager Touring Exhibitions
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Tertiary qualifications in Visual Arts or equivalent professional experience in the visual arts is essential

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 excellence, creativity, courage, respect, and accountability.

This position reports to the Manager, Touring Exhibitions and is responsible for working with staff across the Gallery, from Curatorial, Registration, Conservation, Public Programming and Education, Marketing, and Development.

In this position you will initiate strategies that utilize the extensive loan structure of the National Gallery to identify suitable curated exhibitions and displays at regional venues and substantiate these with loans from the national collection.

They will also collaborate closely with regional venues to identify and deliver future programs and joint initiatives surrounding the Regional Loan and Initiatives Program. This shall include the provision of training and internship programs, online and marketing collaborations, and other opportunities that that will enhance and strengthen the relationship between the National Gallery and regional venues.

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.

Position description – Regional Initiatives Officer (PN 6095)

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 Regional Initiatives Manager role is a non-ongoing full-time role with the Touring Exhibitions team.

The Touring Exhibitions Section is responsible for increasing public access to the National Gallery's collections through a program that serves to develop and enrich existing and new audiences in regional, remote and metropolitan locations across Australia and occasionally overseas.

Enhancing the National Gallery's regional partnerships program is a key priority that represents the determination to further embed the Gallery's reach, tours and loans program across the Gallery's future strategy, ensuring that the national collection reaches the widest possible audience countrywide.

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OUR IDEAL CANDIDATE

Our ideal candidate will be able to demonstrate their experience and knowledge in implementing and maintaining a loans and touring exhibitions program, including registration operating practises and administrative systems associated with working in a Gallery or Museum. They will have a demonstrated knowledge and appreciation of the visual arts and a broad awareness of the National Gallery's collections.

They will also be able to demonstrate experience and the understanding of appropriate museum standards covering the safe and effective handling, packing, transportation, installation, and display of works of art having regard to conservation, registration, exhibition, and graphic design requirements.

Our ideal candidate will have highly developed project management skills, including being able to forward plan effectively, and demonstrate good workflow and time management. They will also possess highly developed budget development skills and financial management, general administration, evaluation skills and be able to apply the principles of effective risk management and demonstrated excellence in good business management practices.

Lastly and importantly, they will have high level interpersonal, verbal, and written communication skills, including policy development. They will be able to demonstrate proven abilities in negotiation, representation, development, and maintenance of relationships with relevant stakeholders and networks appropriate to a national touring exhibitions program.

WHAT WILL YOU DO

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

- Identifying and preparing a list of regional tour venues that satisfy National Gallery touring and loan requirements.
- Collaborating closely with Curatorial and Registration on the identification of short-term and long-term loans to be made available to suitable regional venues

- Negotiating with suitable regional venues to identify targeted loans from the national collection to substantiate their own displays
- Working closely with the National Gallery's Registration and Conservation Departments to facilitate the documentation, insurance, packing, delivery, installation and pack-up of loans in a timely and efficient manner
- Providing curatorial support to supplement the display of the national collection at host venues including the provision of provenance information, wall text and works of art labels
- Liaison with the host venue to determine how best to maximise engagement with the national collection through relevant and meaningful offerings such as floor talks and education materials
- Assisting with the management of marketing, media, image approvals and licencing for promotional purposes associated with the delivery of the Regional Loan and Partnerships Program.
- Identifying and investigating opportunities regarding the professional development of staff at regional galleries and museums and seek extra funding to support this if required
- Developing strategies to deliver a program of professional development of staff at regional galleries and museums including if appropriate, the establishment of a mentoring and/ or internship program between the National Gallery and touring venues
- Supporting the delivery of outreach programs like the National Gallery's John T Reid Outreach Coordinator at host venues related to the Regional Loan and Partnerships Program
- Provide enhanced opportunities to build on the National Gallery's established network of regional galleries nationally and foster new relationships and initiatives
- Ensure proper acknowledgement of the National Gallery and supporting partner Metal Manufactures Ltd in all promotional material, online and onsite at exhibiting venues.

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:

1. **Support the strategic direction of the National Gallery** by understanding and promoting the Gallery's vision, mission, and Corporate Plan. You will be able to identify the relationship between Gallery's goals and operational tasks.
2. **Think strategically** by understanding the work environment and initiating and developing team goals, strategies and work plans. You will be able to identify broader factors, trends and influences that may impact on the team's work objectives. You will be able to consider the ramifications of issues and longer-term impact of own work and work area.
3. **Apply and build professional expertise** by modelling specialist expertise and capitalising on the knowledge and skills of others within the organisation. You will contribute to the enhancement of your own expertise to achieve outcomes for the business unit.
4. **Support productive working relationships** by nurturing internal and external stakeholders, by building and sustaining positive relationships with your team members and colleagues and with external stakeholders. You will consult and share information and ensure others are kept informed of issues. You will work collaboratively and operate as an effective team member.
5. **Display personal drive and integrity** by adopting a principled approach and adhering to the APS Values and Code of Conduct. You will always act professionally and operate within the boundaries of organisational processes and legal and public policy constraints. You will operate as an effective representative of the organisation in internal and external forums.
6. **Communicate with influence** by confidently presenting messages in a clear, concise and articulate manner. You will focus on key points and use appropriate, unambiguous language. You will select the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.

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.

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.

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

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- Tertiary qualifications in Visual Arts or equivalent professional experience in the visual arts is essential.
- Additional Museum Studies and/or Education qualifications would be an advantage.

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 Mary-Lou Nugent on +61 2 6240 6650 or mary-lou.nugent@nga.gov.au.

The Recruitment Officer may also be contacted on +61 2 6240 6495.

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.