



Position title	Public Programs Manager
National Gallery level	Executive Level 1
Position number	6105
Employment type	Ongoing
Department	Learning
Portfolio	Artistic Programs
Immediate supervisor	Head of National Learning
Direct reports	Public Programs Convenor, Kids and Families Program Convenor, Kids and Families Programs Producer, Youth Programs Convenor, Operations Coordinator, Voluntary Guides
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Working with Vulnerable People Card Tertiary qualifications in visual art/art history or similar

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 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.

Position description – Public Programs Manager (6105)

OVERVIEW OF THE ROLE

The Public Programs Manager oversees the strategic direction and delivery of public programs at the National Gallery, leading the development of national engagement initiatives for life-long learning audiences, including children and families, young people and adults.

The Public Program Manager leads the delivery of major public events and experiences supporting broad engagement with the National Collection and exhibitions program. The role also manages stakeholder relationships with key program partners. In addition, the Public Programs Manager oversees the operations of the Gallery's voluntary guiding program.

A key leadership role within the National Gallery's Artistic Program portfolio, this role fosters innovation and bold programming approaches to engage national audiences onsite, online and on tour. The role requires collaboration with artists, curators, program convenors and content producers to devise inclusive programs that widen participation, spark curiosity and inspire new ways of thinking. The role supports the efficient and timely business operations of the public programs team, ensuring effective collaboration with internal and external stakeholders.

The Public Programs Manager 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 and artists.

This position reports to the Head of Learning and is responsible for the Public Programs Convenor; the Youth Programs Convenor; Kids and Families Convenor; Kids and Families Producer and the Voluntary Guides. This position also entails an indirect reporting relationship to the Operations Coordinator (Learning).

This position is an ongoing, full-time role with the Learning Team.

OUR IDEAL CANDIDATE

Our ideal candidate will be able to demonstrate their knowledge and experience in extending the reach and impact of public programs for life-long learners, having engaged new audiences through your commitment to diversity, equity and inclusion. You should also have experience in leading programs for diverse audiences within cultural institutions.

You are a skilled leader and manager, committed to collaborative practice. You have demonstrated experience in coaching staff and in managing change.

Your successful relationship management and communications skills are demonstrated through your successful collaboration with artists, curators and program convenors in the development and delivery of a wide range of public programs, including talks and tours, film screenings and performances, live music and masterclasses, as well as larger-scale destination events.

You will have knowledge of peer-led practice for children and young people with artist-led programming approaches. Experience in online programming for diverse audiences would be to your advantage.

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

You have sound experience in project management, including knowledge of budget processes and risk management.

You have an understanding and awareness of evaluation methods, with a commitment to reflective practice.

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

WHAT WILL YOU DO

In accordance with the Executive level 1 work level standards, you will:

- Lead the strategic direction and delivery of public programming initiatives for national audiences of life-long learners, onsite, online and on tour
- Lead a team of program convenors and operational staff in the development and delivery of inclusive and accessible public programs for audiences including:
 - children and families
 - young people and
 - adults.
- Project manage large-scale public events that engage with the National Gallery collection and exhibitions program
- Oversee the operations of the voluntary guiding program, including relationship management with the Voluntary Guides body, recruitment, training, marketing and bookings processes
- Develop and manage key stakeholder relationships with external program partners and community networks nationally
- Lead evaluation and research that contributes to deeper understandings about audience needs and the impact and effectiveness of public programs.

WHO ARE WE LOOKING FOR

We are seeking candidates with experience in the successful delivery of public programs. To be successful in this role you will need to demonstrate, or have the ability to develop the following:

The ability to lead and **communicate with influence**, including listening actively and clearly articulating your message in both oral and written forms, as to provide a high-quality client service.

Shape strategic thinking through understanding the National Gallery's objectives and aligning operational requirements including consideration of longer-term impacts of your own work and work area.

The ability to manage your and your team's workload to **achieve results** including monitoring project progress and adjusting plans as required, often working to competing priorities.

Effective stakeholder engagement skills to work collaboratively with a diverse range of stakeholders including, Gallery employees and the public.

The ability to **act with integrity**, showing sound judgement and professionalism.

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
- Satisfy a Police check
- Have a Working with Vulnerable People Card (or the ability to obtain)
- Hold Tertiary qualifications in Visual Arts/Art History and Theory or other relevant qualifications/experience in a cultural field.

CONTACT

Further information about the position may be obtained by contacting Georgia Close, Head of National Learning on +61 2 6240 6560 or georgia.close@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.