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Position title	Senior Project Officer
Position number	6201
National Gallery level	NGA6
Department	Learning
Portfolio	Artistic Program
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)

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### **ABOUT THE GALLERY**

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 are 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 Senior Project Officer works as part of the Learning Team within the Artistic Programs Portfolio. The Learning Team delivers programs and events across multiple audience areas, including adult programs, kids and families, young people, students and teachers, access audiences and outreach activities. We deliver programs onsite, online and offsite to engage national audiences of life-long learners with the National Gallery's collection and exhibitions program.

The Senior Project Officer is responsible for delivery of key National Gallery initiatives that enhance audience engagement and expand the reach and impact of the National Gallery. The role is responsible for the project management of complex learning projects, engagement spaces and large-scale festivals and events.

The role develops strategic collaborations with artists, curators, program convenors, partners, audiences, communities and content producers to deliver inclusive programs that widen participation through projects based at the National Gallery and those delivered offsite with regional partners across Australia. The role is responsible for all aspects of project management, including the coordination of team members, internal relationship management, project methodologies, delivery, reporting and evaluation. The role will also contribute to audience development and community engagement activities that support broad audiences to engage with the National Collection and exhibitions program.

The Senior Project Officer 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 through programming informed by the National Gallery's Art Through Culture principles.

The role reports to the Public Programs Manager and works closely with the Education Manager and Digital Learning Manager.

This position of Senior Project Officer is an ongoing full-time role within the Learning Team.

## **OUR IDEAL CANDIDATE – SELECTION CRITERIA**

Our ideal candidate has demonstrated knowledge and proven experience in developing and delivering learning and public programs in a museum or gallery, or equivalent cultural organisation.

You possess outstanding skills in project management, including working with initiative to manage complex, concurrent projects, develop project timelines, set priorities, meet deadlines, work to a budget, and coordinate the delivery of projects. You have experience in audience development, with high-level written and verbal communication skills and an understanding of marketing and communications strategies as they relate to programming.

You have an understanding and awareness of First Nations art and artists and share the National Gallery's commitment to centring the voices of First Nations artists and communities.

You are committed to collaborative practice and have demonstrated experience working collaboratively with colleagues, artists, communities and other stakeholders to develop and deliver creative projects. You are flexible and solutions focused and able to support teams through changing work practices and approaches. You have demonstrated capacity to develop and maintain positive working relationships with diverse stakeholders through exceptional communication and interpersonal skills.

You are experienced in the development and delivery of new projects and initiatives, with the ability to exercise initiative in complex and changing work contexts. You are experienced in managing unexpected situations, while maintaining a calm and efficient working environment for your team and stakeholders.

You are experienced in the supervision of casual staff and volunteers.

## WHAT WILL YOU DO – DUTY STATEMENT

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

- Work strategically to develop, deliver and evaluate learning and engagement opportunities associated with the National Gallery's artistic program, including programs and projects that take place onsite at the National Gallery, and offsite in partnership with regional partners across Australia. Projects are complex in nature and may include: engagement spaces, learning labels, learning resources, opening weekends, high-profile festivals and events.
- Take project management responsibility for complex projects involving collaboration with Program Convenors and other colleagues within the National Gallery; including development of project timelines, budget oversight, coordination of staff, operational delivery, reporting and evaluation.
- Collaborate with National Gallery partners, artists, communities and other external stakeholders in the development of projects, programs and events.
- Develop and manage relationships with team members and National Gallery internal stakeholders to achieve program outcomes. This includes working with the First Nations Lead Artist Educator to ensure that all learning programs and resources centre First Nations artists and are informed by the National Gallery's First Nations learning principles, Art Through Culture.
- Develop new methodologies and processes to implement and evaluate new initiatives and pilot programs.
- Propose and facilitate innovation initiatives and contribute to business improvement strategies and change in workplace practices.
- Manage financial reporting and analysis activities and develop, implement and monitor budget controls and strategies.
- Work collaboratively to ensure Workplace Health and Safety and other program risks are appropriately identified, evaluated and managed.
- Supervise casual staff or volunteers in the delivery of programs and events 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:

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

**Effective stakeholder engagement skills** to work collaboratively with a diverse range of internal and external stakeholders to achieve programming outcomes for the Gallery.

**Think strategically and be versatile, flexible and creative** in aligning your work with the National Gallery's objectives and operational requirements including consideration of longer-term impacts of your work.

Have experience in managing the workload of you and your team to **achieve results**, often working with tight timeframes and competing priorities within a changing environment.

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

## 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](mailto:recruitment@nga.gov.au).

#### **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.

Role specific mandatory qualifications certification and/or registrations include:

- Working with Vulnerable People card (or the ability to obtain)

#### **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 Megan Carrigy on +61 6240 6643 or [Megan.Carrigy@nga.gov.au](mailto:Megan.Carrigy@nga.gov.au)