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Position title	Head of Registration
National Gallery level	NGA Executive Level 2
Position number	7001
Employment type	Ongoing, full time
Department	Registration
Portfolio	Artistic Programs
Immediate supervisor	Deputy Director
Direct reports	Associate Registrar, Loans & Exhibitions (EL1) Associate Registrar, Documentation & Storage (EL1) Registration Assistant (NGA4)
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check White ASIC Pass Baseline/Negative Vetting Level 1 security clearance

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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.

## **Position description – Head of Registration (PN 7001)**

## **OVERVIEW OF THE ROLE - WHAT YOU WILL GAIN FROM THE EXPERIENCE**

The Head of Registration at the National Gallery of Australia leads a large team to manage the secure storage and physical control of more than 155 000 works of art in the national collection.

Responsible for inward and outward loans, insurance arrangements, exhibition requirements and documentation of the national collection, the Head of Registration also provides key strategic and practical support for innovative projects such as Sharing the National Collection and integrated capital works projects.

In addition to ensuring excellence in collection documentation and recordkeeping, this position plays a pivotal role in the delivery of the National Gallery's business and planning, liaising with staff and a broad range of stakeholders to ensure the highest standards of professional practice.

The Head of Registration supports the Director, Deputy Director, and senior leaders within the National Gallery to achieve organisational outcomes, advising and influencing strategic decisions and building organisational capability and culture.

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.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Deputy Director and is responsible for a number of direct reports. This position of Head of Registration is an ongoing full-time role with the Registration team, within the Artistic Programs Portfolio.

## **OUR IDEAL CANDIDATE**

To be successful in this role, you will have demonstrated experience in the coordination and management of a Registration Department in a collecting institution.

You will have a thorough knowledge of art museum registration procedures and practices and a knowledge of the applicable legal and practical requirements, including record keeping for lending and borrowing works of art; de-accessioning works in the national collection; import and export of works of art; national and international cultural heritage legislation; immunity from seizure and third-party title claims; and insurance and valuation of a collection.

You will have proven ability to provide vision for the Registration Department, demonstrated strategic planning skills of a high order and possess a record of achievement in completing major projects.

You will possess experience in the guidance, supervision, motivation and management of a multi-skilled team in a museum or gallery. You have outstanding communication skills with a capacity to relate to people at all levels in a large museum or gallery and with lenders and borrowers from other institutions.

You have demonstrated knowledge and experience working with information technology applications relevant to the management of works of art.

The successful candidate will have a proven ability to develop and manage WH&S management systems related to Exhibition delivery, with a focus on continuous improvement.

## **THE KEY DUTIES OF THE POSITION**

- Coordinate and manage the Registration Department, in particular the achievement of the Department's key performance measures and monitor progress in achieving annual performance strategies and targets set for the Registration Department.
- Manage Registration teams responsible for the secure storage and physical control of works of art, inward and outward loans (including travelling exhibitions), insurance arrangements, exhibition requirements and the documentation of the national collection.
- Undertake the overall management of the Registration Department and provide guidance, leadership and training to staff.
- Provide advice to the Director, Deputy Director and Council on matters relating to registration procedures and practices, including records on the national collection, the storage, movement and

insurance of the national collection, and the Commonwealth insurance regulatory and legislative requirements for exhibitions.

- Undertake research and provide high level policy advice and the management of issues related to collection management, including: the de-accessioning of works in the national collection, the disposal of Commonwealth collections in the possession of the National Gallery, due diligence issues relating to the acquisition of antiquities, loans and works of art, the import and export of works of art in the area of national and international cultural heritage legislation including immunity from seizure and third-party title claims and insurance and valuation of the national collection.
- Represent the Registration Department as appropriate and consult with Gallery staff on matters concerning the national collection.

## 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:

Inspire a sense of **purpose and direction**, translating the strategy into operational goals and creating a shared sense of purpose within the business unit. You will **engage others in the strategic direction** of the work area, encouraging their contribution and communicating expected outcomes.

**Steer and implement change** and deal with uncertainty by establishing clear plans and timeframes for project implementation and outlining specific activities. You will respond in a **positive and flexible manner** to change and uncertainty, sharing information with others and assisting them to adapt.

**Nurture internal and external relationships** by building and sustains relationships with a network of key people internally and externally. You will recognise shared agendas and works toward mutually beneficial outcomes. In addition, you will anticipate and be responsive to internal and external client needs.

Engage with risk and shows personal courage by providing impartial and forthright advice. You will **challenge important issues constructively**, standing by your own position and supporting others when required. You will acknowledge mistakes and learn from them and seek guidance and advice when required.

**Communicate clearly, confidently** presenting messages in a clear, concise and articulate manner. You will translate information for others, focusing on key points and using appropriate, unambiguous language. You will select the most appropriate medium for conveying information and structure written and oral communication to ensure clarity.

## 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 '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.

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.

**Security Assessment:** The successful applicant will be required to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

## **ADDITIONAL INFORMATION**

Role specific mandatory qualifications certification and/or registrations include:

- The successful candidate will be required to obtain a current White ASIC Pass to support the National Gallery's *Known Consignor* Scheme.

## **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 Elizabeth Smith on +61 2 6240 6787 or [elizabeth.smith@nga.gov.au](mailto:elizabeth.smith@nga.gov.au).