



Position title	Registration Officer, Assistant Packer (Sharing the National Collection)
National Gallery level	NGA Level 3
Position number	Position No. 7227
Employment type	Non-ongoing – Part-time (22.5hrs Per Week)
Department	Registration
Portfolio	Artistic Programs
Immediate supervisor	Senior Registration Officer (Packing)
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

## **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 include excellence, creativity, courage, respect, and accountability.

## **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

This role will see you as part of a small team engaged in providing assistance in the packing and preparation of works for the Sharing the National Collection partnership program by undertaking the handling, transport, storage, packing, location control and documentation of the National Gallery's art collection.

Our successful candidate will have a level of physical fitness required to handle and move a wide range of works of art which includes correct manual handling techniques and procedures. They will have demonstrated ability to use hand tools and basic carpentry skills packing and preparing works for transport and storage under the guidance and direction of the Senior Registration Officer (Packing).

This is a part-time, non-ongoing employment opportunity available within the Registration Department with the opportunity to become fulltime after 12 months.

## OUR IDEAL CANDIDATE

Our ideal candidate should have experience in the safe handling and movement of works of art. They will have a demonstrated understanding of the use of a Collections Management System (CMS) and excellent attention to detail.

You will have demonstrated experience of working in teams and working in a fast paced and ever-changing work environment.

You will have demonstrated experience in the administration and physical requirements involved in the handling, moving and packing of a wide range of works of art. This will include the correct manual handling techniques and procedures associated with handling, moving and packing works of Art.

You have demonstrated computerised collection management skills, preferably in EMu, and an understanding of their application to registration procedures. You have effective communication and interpersonal skills including the ability to show initiative and exercise sound judgement.

Your great organisational skills and the ability to work effectively within a small team environment will assist the National Gallery to achieve its corporate plan.

## WHAT WILL YOU DO?

In accordance with the APS 3 work level standards, you will:

- Prepare works of art for storage and transit in accordance with the Gallery's best practice procedures under the guidance and supervision of the Senior Registration Officer (Packing). Assist in the preventive maintenance of the National Gallery's collection by undertaking improved packing/repacking programs for works of art.
- Assist in scheduling the packing and transport of works of art for storage, loan and exhibition. Engage and consult with internal stakeholders for packing requirements in accordance with the Gallery's collection policy.
- Maintain artwork movement information on the Collection Management System (CMS) and ensure that all information is accurate and kept up to date in a timely manner.
- Ensure the workstations, art packing and loading dock areas are maintained in a clean and orderly manner. Assist with the maintenance of packing tools and machinery and restocking of supplies.
- Ensure that all work is carried out in accordance with Work Health and Safety guidelines.

## 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:

**Support productive working relationships** by working collaboratively across the Gallery when working with teams across the Gallery and collaborating with internal and external stakeholders.

Have the ability to **communicate clearly**, including listening actively and clearly articulating your message in oral and written forms when communicating with stakeholders across the Gallery.

Have the ability to take responsibility to manage your work projects in order to **achieve results** within your team and more broadly across the Gallery.

**Act with integrity**, showing judgement and professionalism in all that you do when working at the Gallery.

Have sound judgement and flexibility in order to **support the strategic priorities** of the work area and more broadly across the Gallery.

## HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **one page** 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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## Qualifications, Certifications and Registration

To be eligible for this role you **must**

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Current Driver's Licence
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.
- Forklift and/or elevated work platform licences desirable but not mandatory

## 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 Tedd Nugent on +61 2 6240 6496 or [tedd.nugent@nga.gov.au](mailto:tedd.nugent@nga.gov.au)