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Position title	Exhibitions and Displays Coordinator
National Gallery level	NGA Level 6
Position number	8009
Employment type	Non-ongoing - 18 months, possibility of becoming ongoing
Department	Exhibitions
Portfolio	Artistic Programs
Immediate supervisor	Head of Exhibitions
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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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.

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

This position reports to the Head of Exhibitions and is responsible for the project management of exhibitions, artist commissions, permanent collection displays and other exhibition related projects as required.

The position will be responsible for leading multidisciplinary project teams and will liaise closely with internal and external stakeholders including artists, lenders and contractors to deliver projects.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

## **SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA**

Our ideal candidate will have a strong knowledge of and passion for the visual arts.

You are a solution-based person who is flexible and works collaboratively and creatively with stakeholders to meet deadlines.

You will have demonstrated experience in project managing exhibitions and artist commissions in a gallery or museum environment

Your effective and empathetic communication skills will have enabled you to work closely with artists and other stakeholders to achieve projects to high standard.

Your high-level understanding of museum standards provides you with the knowledge to display works of art appropriately while having regard to conservation and registration requirements. You will also have an ability to actively assist the installation team if required.

Working in a team is important to you and you will have a demonstrated experience in the coordination of a multi-disciplinary and multi-skilled team, in a gallery or museum.

## **THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO? – DUTY STATEMENT**

In accordance with APS 6 work level standards, you will be expected to:

- Project manage complex exhibitions, artist commissions or performances and displays of the permanent collection using the Gallery's project management methodology to ensure they are delivered on time and within budget.
- Lead multidisciplinary teams, liaising with internal and external stakeholders to develop deadlines and monitor and report on progress.
- Liaise with and support artists in the delivery of commissioned works and performances ensuring activities are aligned with organisation requirements and potential issues are resolved appropriately.
- Manage the refurbishment of exhibition spaces in accordance with appropriate procurement and contracts and manage contractors onsite for exhibition projects, including work permits inductions & relevant WH&S documentation ensuring contract compliance.
- Develop, implement and review risk assessments, job safety analysis and standard work procedures in consultation with internal and external stakeholders.
- Prepare and monitor exhibition budgets as well as reporting on their status
- Coordinate other exhibition projects as required.

## **WHO ARE WE LOOKING FOR?**

We are seeking a candidate who will....

**Support the shared purpose and direction** of the Gallery by understanding, supporting and promoting the Gallery's vision, mission, and business objectives. You will identify the relationship between Gallery goals and operational tasks.

**Take responsibility for managing work projects to achieve results** by seeing projects to completion, monitoring and adjusting plans as required for the team in liaison with your supervisor.

**Nurture internal and external relationships** and build and sustain positive working relationships with team members and stakeholders.

**Commit to action**, by taking personal responsibility for meeting objectives and progressing work. They will show initiative and will do what is required to see that goals are achieved.

**Negotiate confidently** and approach negotiations with a clear understanding of key issues. They will understand the desired outcomes and anticipate relevant stakeholders expectations and concerns.

## 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.

## 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 Dominique Nagy on +61 2 6240 6525 or [Dominique.nagy@nga.gov.au](mailto:Dominique.nagy@nga.gov.au)