



Position title	Senior Exhibition Designer
National Gallery level	NGA Level 6
Position number	8014
Employment type	Ongoing
Department	Creative Studio
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Daryl West-Moore
Direct reports	Exhibition Designers
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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

The National Gallery is seeking an experienced Senior Exhibition Designer to join our dynamic team of Designers within the Creative Studio portfolio. Reporting to the Head of Creative Studio, this position coordinates multiportfolio requirements.

This position reports to the Head of Creative Studio and is responsible for:

Working with the Head of Creative Studio to lead the creative direction of design at the National Gallery and contribute ideas and design strategy towards exhibitions, collection displays and building projects.

- Manage and lead a multi-disciplined team of exhibition designers, supporting the capabilities and growth of the team.
- Supervise, liaise and negotiate with external contractors, consultants, exhibiting artists, designers and NGA staff to ensure exhibitions program design requirements are met.

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.

This position of Senior Exhibition Designer is an ongoing full-time role with the Exhibition Design team.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate is a Senior Designer with an approved degree in Architecture, Industrial or Interior Design or equivalent qualification, coupled with extensive leadership experience in a design environment.

Advanced drafting skills preferably using VectorWorks and strong graphic design skills using the Adobe Creative suite.

You are a collaborator who is results focused with the proven ability to successfully design and deliver exhibitions from concept to completion.

A clear communicator who confidently conveys design ideas and information in a succinct and interesting way.

You have strong organisational skills and can respond to changes in a fast-paced environment while building and maintaining relationships. You bring a positive attitude and operate efficiently and with integrity.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, and reporting to the Head of Creative Studio, you will have the following key responsibilities:

1. Lead and manage the Exhibition Design team and co-ordinate their scheduling of work to ensure that the design for all temporary exhibitions, permanent collection and brand initiatives are delivered on time and to budget.
2. Ensure effective oversight and management of external contractors and consultants undertaking tasks associated with exhibition design and production.
3. Participate and actively contribute as a member of Exhibition Project team meetings and provide authoritative advice on design matters.
4. Manage and maintain the record management of exhibition design furniture, in line with the Records Management policy and procedures.
5. Responsibly manage risk and resources, including managing complex budgets, negotiating for resources and monitoring expenditure against budget projections.

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 strategic direction** by understanding the National Gallery's objectives and aligning your operational requirements accordingly. You consider the ramifications of issues and longer-term impact of own work and work area.
- **Support productive working relationships** by providing direction to others regarding the purpose and importance of their work. You will illustrate the relationship between operational tasks and organisational goals. You set work tasks that align with strategic objectives and communicate expected outcomes.
- **Achieve results** by seeing projects through to completion. Monitor project progress and adjust plans as required. You are committed to achieving quality outcomes.
- **Communicate with influence** by building and sustaining relationships and networks with key stakeholders. You will be proactive in your work and be responsive to internal and external client needs.
- **Display personal drive and integrity** by adopting a principled approach and adhere to the National Gallery's values and code of conduct in all that you do. You are professional and impartial and operate within the boundaries of National Gallery's processes and legal obligations.

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:

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 Daryl West-Moore on +61 429 545 421 or Daryl.West-Moore@nga.gov.au