



Position title	Exhibitions Installer
National Gallery level	NGA Level 3
Position number	8109
Employment type	Ongoing - Part time
Department	Exhibitions
Portfolio	Artistic Project
Immediate supervisor	Exhibitions Manager
Direct reports	N/A
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.

OVERVIEW OF THE ROLE

The National Gallery is seeking an Exhibitions Installer to join an experienced and enthusiastic installation team. The Exhibitions Installers sit within the Gallery's Exhibitions Team and are responsible for the preparation and installation of works of art and associated display materials to high exhibition standards. Exhibition Installers may respond to all areas of the Gallery that require assistance with the installation or handling of works of art and can expect to regularly liaise with Conservation, Curatorial, Registration Travelling Exhibitions and Workshop staff through the Exhibitions Section.

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have experience in the safe handling and installation of works of art in a variety of media, exhibition signage and display furniture. Demonstrated ability to work effectively to direction in a team environment is a crucial part of the role as we work as a close team both within Installations and as part of the broader National Gallery Team.

You will have a willingness and ability to lift heavy loads with an appreciation for personal safety alongside the ability to promote and apply the principles of workplace diversity, participative management and Work Health and Safety practices. You will have previous experience with hand and power tools and the holding of, or the willingness to acquire a licence for high risk work including forklift, rigging, and EWP.

You show initiative and have the ability to work flexibly, with good interpersonal skills. You promote and apply the principles of workplace diversity and participative management practices in a cross-cultural environment.

Experience in the art gallery/museum environment, with understanding of, or experience in, installations and museum operations would be highly encouraged but not mandatory. Qualifications in visual art / art history or relevant experience including demonstrated interest in visual art and the ability to identify works of art by media category. Computer literacy is required for the role including the Microsoft suite and a willingness to learn how to use the National Gallery's Collection Management System.

KEY DUTIES - WHAT WILL YOU DO?

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

- Under the direction of the Exhibitions team will work on the installation and demount of works of art, gallery furniture and signage exhibited by the Gallery on and off site.
- With the installation team, provide installation assistance to Curatorial and other professional staff.
- Data entry into Collection Management System for installation related equipment and manuals.
- Prepare for WH&S inspections of office and contribute to the development of Safe Working Procedures and Job Safety Analyses and perform other duties 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:

Support productive working relationships by working collaboratively across the Gallery when working with teams across the National 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

To apply for this role please forward your **CV, statement and personal particulars form** to 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:

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

- Be an Australian Citizen
- Satisfy a Police Check

Role specific qualifications certification and/or registrations include:

- Current Driver's Licence.
- Forklift licence or the ability to obtain a licence.
- Elevated work platform licences or the ability to obtain licence.
- Experience installing works of art in a Gallery or Museum environment.

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 Louise Cummins, Exhibitions Manager on +61 2 6240 6722 or louise.cummins@nga.gov.au