



Position title	Collection Technician
National Gallery level	NGA Level 4
Position number	8231
Employment type	Non-ongoing – Full-time, 20 months
Department	Strategic Collection Projects
Portfolio	Artistic Programs
Immediate supervisor	Collection Strategy Manager
Direct reports	NA
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 Collection Technician will work in the newly established Strategic Collection Projects team at the Gallery's off-site storage facility in Hume to manage the arrival and dispatch of works of art.

The Collection Technician is part of a small project team that works closely with Registration and Conservation departments, to assess and move a wide variety of materials currently in storage. They will be responsible for tracking locations, monitoring schedules, and packing and crating works of art to ensure they are safe and stable for travel. The role of the Collection Technician must ensure international museum standards of best practice are observed in all art handling tasks.

Home to the most valuable collection of art in Australia, the national collection comprises over 155,000 works of art, including the world's largest collection of Aboriginal and Torres Strait Islander art.

The Collection Technician will work to oversee and ensure the safe relocation of a significant number of collection items to a new off-site storage facility, to enable a two-year intensive Capital Works building rectification program at the Hume site.

This Collection Technician (Art Handler/packer) is a non-ongoing, full-time role which may become ongoing, within the Artistic Programs Portfolio and reports to Collection Strategy Manager.

Selection may be based on application and referee reports only.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

As our ideal candidate, you will be someone who loves innovation in the areas of art storage and packing. You will have an excellent track record in designing and making 3D supports for works of art, thorough understanding of mediums and materials,

You will have the ability to interpret plans, maps and construction drawings associated with building industry in general, with an emphasis on the construction of crates and internal fit outs. You will possess good manual dexterity and physical health to undertake the duties of the position (Ability to lift, climb ladders, work at heights, use power tools and equipment).

You will possess exceptional organisational and communication skills and the ability to be an agile problem solver to meet deadlines when working in a fast paced and changing work environment. You will have a demonstrated ability to build good working relationships and work collaboratively with a wide variety of stakeholders.

You will have a current driver's licence and forklift driver's licence, or the ability and willingness to obtain such licences.

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

In accordance with the APS 4 work level standards, you will:

- Pack and crate works of art using materials appropriate for the safe storage, crating and transportation of works of art across all media.
- Liaise with stakeholders and visiting contractors in matters relating to collection care.
- Maintain clear and thorough documentation, tracking reports, and schedules.
- Assist with the implementation of the Integrated Pest Management Plan.
- Maintain an overarching and detailed understanding the whole of life Hume Capital Works program and keep track of deliverables to meet deadlines.
- Observe National Gallery codes of conduct and safety regulations stipulated by Australian and ACT work health and safety legislation for the safety and wellbeing of yourself and your colleagues.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate the following:

Take **personal responsibility** for accurate completion of work, seek guidance when required, and show **initiative and drive** to see that goals are achieved.

Think strategically to understanding the work environment and assist with the development of plans, strategies and team goals and identify problems that may impact on the work goals.

Listen to and consider different ideas and discuss issues credibly and thoughtfully. An ability to identify other people's expectations and concerns.

Show judgement, intelligence and common sense when researching and analysing information and draw accurate conclusions based on evidence; analyses and interpretation of information to inform decision makers.

Identify and use resources wisely by reviewing task performance and **communicate** this outcome to managers.

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 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 information above. 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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Current Drivers' Licence

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 Jane Wild +61 2 6240 6450 or jane.wild@nga.gov.au.