



Position title	Cataloguer
National Gallery level	NGA 4
Salary	\$65,476 - \$71,174 p.a. (hourly rate + 20% loading for casuals)
Position number	9036
Employment type	Casual
Department	Research Library and Archives
Portfolio	Learning and Digital
Immediate supervisor	Manager, Research Library and Archives
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Diploma of Library and Information Studies or equivalent

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. 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, 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 new position is part of the National Gallery of Australia's Research Library & Archives. The Research Library is a specialist fine arts library which comprises professional, technical and administrative staff and is responsible for appropriate services to meet the research needs of the Gallery's professional staff, volunteers, visiting scholars and the general public.

We are looking to fill this vacancy with someone who is an experienced cataloguer who will be responsible for original and copy cataloguing to current industry standards including:

- original and copy cataloguing to current industry standard including RDA
- classification of materials according to Library of Congress and other schemes
- accessioning new resources.

The position reports directly to the Manager, Research Library and Archives. It is a casual role within the Research Library and hours will vary.

OUR IDEAL CANDIDATE

Our ideal candidate will have extensive experience as a cataloguer, ALIA recognised qualifications and relevant experience within special libraries. You have the demonstrated ability to undertake your work with the highest level of attention to detail.

You have demonstrated experience in original and copy cataloguing to current standards including RDA, AACR2, using LCSH and LC classification scheme. Experience with Ex Libris' ALMA will be to your advantage.

WHAT WILL YOU DO

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

1. Catalogue the Library's collection according to current standards, using the Library's Ex Libris' Alma
2. Import catalogue records from external sources including Worldcat and Libraries Australia
3. Create original catalogue records to MARC standards using RDA, AACR2 and LCSH.
4. Create holdings statements and classify materials according to Library of Congress or other inhouse classification schemes. Add item records.
5. Bibliographic checking of incoming donations against Library collection criteria and existing holdings. Identify items for retention and add records to the catalogue.
6. Upgrade existing catalogue records.
7. Accession resources according to inhouse practices.

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 shared purpose and direction by understands and supporting the National Gallery's vision, mission and Corporate Plan. Communicate and follow directions provided by supervisor and have the ability to recognise how your own work contributes to the achievement of the National Gallery's goals.

Commit to action by taking personal responsibility for accurate completion of your work and are comfortable seeking guidance when required.

Take responsibility for managing your own work projects to achieve results and seeing tasks through to completion. You will work within agreed priorities and commit to achieving quality outcomes by adhering to documentation procedures.

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.

Further, 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.

CLOSING DATE

Applications **close at midnight on Monday, 18 July 2022** and should be emailed to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- Diploma of Library and Information Studies or equivalent qualification as recognised by ALIA

Contact

Further information about the position may be obtained by contacting Elizabeth Little on +61 2 6240 6465 or elizabeth.little@nga.gov.au.

The Recruitment Officer may also be contacted on +61 2 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.