



**Senior Creative Producer**  
**NGA Level 6**  
**Position Number 6032**  
**\$80,162—\$92,658 per annum**  
**Non-ongoing, Full-time**

## **THE POSITION**

The National Gallery is seeking a collaborator with excellent communication skills and strong demonstrated experience in producing digital content and experiences. This position is situated within the high performing digital platform and digital content production teams, who are responsible for the delivery of stories and experiences which connect our audiences to art and culture in diverse and impactful ways. The digital department is part of the Learning & Digital portfolio which is responsible for amplifying the National Gallery's reach and impact by developing and delivering ambitious programs onsite, online and on tour.

The position will drive the Gallery's scholarly digital publishing initiatives and our onsite interpretive audio experiences. Working closely with Learning, Curatorial, Publishing and Marketing departments, this position will lead the production of new digital publications, new audio content and new content-focused features within existing digital platforms.

Additionally, this position will contribute ideas and strategies that support the department's broader objectives, connecting audiences to art and artists through digital means.

This position of Senior Creative Producer is a non-ongoing full-time role, 12 months from commencement, within the Digital team.

## **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' and 'Who we are looking for' information available below.

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.

You should forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## **CONTACT**

Further information about the position may be obtained by contacting Keir Winesmith on +61 2 6240 6502 or [keir.winesmith@nga.gov.au](mailto:keir.winesmith@nga.gov.au).

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

## **CLOSING DATE**

Applications **close at midnight on Wednesday, 29 June 2022**, and should be emailed to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

Position title	Senior Creative Producer
Position number	6032
National Gallery level	NGA 6
Department	Digital
Portfolio	Learning & Digital
Employment type	Non-ongoing – 12 months
Immediate supervisor	Head of Digital
Direct reports	3
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Tertiary qualifications in Visual Art, Education, Museum Studies, Journalism, Design and/or Media are highly desirable.

## **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.

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## **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, 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 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**

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## **OUR IDEAL CANDIDATE**

Our ideal candidate will have exceptional project management, planning, and communication skills, as well as great attention to detail, in order to manage and coordinate conflicting priorities and deliver projects within deadlines.

They will be a collaborator who is results focused with the proven ability to successfully design and deliver creative digital content and experiences from concept to completion. They will need to work collaboratively with Gallery staff, external vendors, and artist talent. They will be required to manage consultations and negotiations with a broad range of internal and external stakeholders.

They will have tertiary qualifications and a minimum of 5 years practical experience in creative production. They will bring a positive attitude and operate efficiently and with integrity in that you do.

They will also achieve project deadlines and complete assigned tasks to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple components of projects that are often complex and interconnected.

## **WHAT WILL YOU DO**

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

- Collaborate with others and work under limited supervision to devise and project manage creative digital projects that deepen audience engagement with the National Gallery's collection and artistic program.
- Develop and manage relationships with National Gallery's stakeholders, engaging and collaborating to achieve program outcomes, particularly with curatorial, learning and publishing, as well as with artists, designers, practitioners and external vendors.
- Undertake research and analysis into the current and potential usage of public-facing digital projects to support continuous improvement and contribute to the gathering of data for organisational reporting requirements

- Work innovatively to solve complex problems, and assess, develop and adapt existing interpretive strategies and storytelling to strengthen engagement with the National Gallery's collection and artistic program.
- Develop, manage, and communicate project plans and present progress reports on relevant initiatives
- Manage all aspects of project life cycle including procurement of creative or digital services, preparation of creative briefs and MOUs, contracts and compliance.
- Coordinate risk assessment and risk management activities for a project or program

## 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:

- **Inspire a sense of purpose and direction** by providing direction to others. You will illustrate the connection between operational tasks and organisational goals. You establish tasks that align with strategic objectives and clearly communicate expected outcomes.
- **Be strategically focused** 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.
- **Takes responsibility for managing projects** by ensuring closure and delivery through to completion. Monitor project progress and adjust plans as required. You are committed to achieving quality outcomes.
- **Nurture internal and external relationships** by building and sustaining relationships and networks with key stakeholders. You will be proactive in your work and be responsive to internal and external stakeholders.
- **Demonstrate professionalism** by adopting principled approaches, while adhering to the National Gallery's values and code of conduct. You are professional and impartial and operate within the boundaries of the 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' and 'What you will do' 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.

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## Qualifications, Certifications and Registrations

- Australian Citizenship
- Police Check
- Tertiary qualifications in Visual Art, Education, Museum Studies, Journalism, Design and/or Media are highly desirable

**Contact**

Further information about the position may be obtained by contacting Keir Winesmith on +61 2 6240 6535 or [keir.winesmith@nga.gov.au](mailto:keir.winesmith@nga.gov.au).

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**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.