



Position title	Public Programs Convenor
Position number	6006
National Gallery level	NGA 6
Department	Learning
Portfolio	Learning and Digital
Employment type	Temporary (12 months), Part-time
Immediate supervisor	Public Programs Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Working with Vulnerable People Card Tertiary qualifications in Visual Arts/Art History and Theory or other relevant qualifications in a cultural field.

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.

The Public Programs Convenor is responsible for all aspects of program delivery including: project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff. The Public Programs Convenor also works closely with colleagues in Marketing and Communications to promote events and build audiences.

The Public Programs Convenor role requires regular after hours and weekend work. Weekend penalties or time off in lieu will apply.

This position reports to the Public Programs Manager. This position of is a non-ongoing, part-time role with the Learning Team.

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 applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The Public Programs Convenor develops and delivers public programs for adult audiences, including talks and lectures, live stream events, film screenings, performances and special events.

Working closely with the Public Programs Manager, the Public Programs Convenor collaborates with artists, curators, program convenors, content producers, program partners and communities to deliver public programs that promote national engagement with the National Gallery collection and exhibitions program. The Public Programs Convenor produces inclusive and accessible programs for diverse audiences that widen participation, spark curiosity and inspire new ways of thinking.

The Public Programs Convenor works closely with First Nations colleagues across the National Gallery to elevate the voices of First Nations artists and build knowledge and understanding of First Nations arts practices, cultures and perspectives.

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OUR IDEAL CANDIDATE

Our ideal candidate is experienced in the development and delivery of public programs for diverse audiences within cultural organisations. You have the knowledge and skills to extend the reach and impact of public programs for adult audiences, having engaged new audiences through your commitment to diversity, equity and inclusion.

You have experience collaborating with artists, curators, program convenors and communities in the development and delivery of a wide range of public programs, both onsite and online, including talks and tours, live stream events, film screenings and performances, live music and masterclasses. You have demonstrated experience in programming events that are accessible and inclusive.

You hold a tertiary qualification in visual art/art history or relevant qualifications in a cultural field. You also share the Gallery's commitment to elevating the voices of First Nations artists and are experienced in collaborating with First Nations artists, curators and communities.

You are skilled in project management, including knowledge of budget processes and risk management. You have a proven record of delivering projects on time and in budget. You have experience writing and publishing web copy and understand online ticketing processes.

You will have an understanding and awareness of evaluation methods, with a commitment to reflective practice. Your experience in the supervision of casual and consultant event staff will be to your advantage.

WHAT WILL YOU DO

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

1. Develop and deliver accessible and inclusive public programs for diverse adult audiences through collaboration with artists, curators, program convenors, content producers, program partners and communities.
2. Undertake all aspects of program delivery, including: project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff.
3. Supervise casual event staff and consultants.
4. Support key stakeholder relationships with external program partners and community networks nationally.
5. Undertake evaluation and participate in research that contributes to deeper understanding of audience needs and the impact and effectiveness of public programs.

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:

1. **Support shared purpose and direction** by understanding, supporting and promoting the Gallery's vision, mission, and corporate plan. You will identify the relationship between the Gallery's goals and operational tasks.
2. **Nurture internal and external relationships** by building and sustaining positive relationships with team members, stakeholders and clients.
3. **Communicate clearly** to present messages in a clear, concise and articulate manner. Focus on key points and use appropriate, unambiguous language. You will select the most appropriate medium for conveying information and structure written and oral communication to ensure clarity.
4. **Thinks strategically** to understand the work environment and initiate and develop team goals, strategies and work plans.
5. **Apply and build professional expertise** by valuing specialist expertise and capitalising on the knowledge and skills of others at the Gallery.

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.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- Working with Vulnerable People Card (or the ability to obtain)
- Tertiary qualifications in Visual Arts/Art History and Theory or other relevant qualifications in a cultural field.

Work, Health & Safety Obligations

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

Contact

Further information about the position may be obtained by contacting Georgia Close, Head of National Learning on +61 2 6240 6560 or Georgia.close@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.