



Position title	Carpenter
National Gallery level	NGA Level 4
Position number	Position No. 1214
Employment type	Ongoing – Full-time
Department	Creative Studio
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Head of Creative Studio
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Trade Qualification in Carpentry, Joinery or Cabinet Making White card

ABOUT THE GALLERY

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 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, 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 a qualified Carpenter or Cabinet Maker to join our dynamic Workshop team within the Creative Studio of the Marketing, Communications and Visitor Experience portfolio. Reporting to the Head of Creative Studio, this position supports multiportfolio requirements.

The successful candidate will be responsible for:

- Working with the Head of Creative Studio to support and enhance the creative direction of design at the National Gallery and contribute ideas and fabrication strategy towards exhibitions, collection displays and building projects.
- Participate as a member of a team of subject matter experts supporting the capabilities and growth of the team.
- Supervise, liaise and negotiate with external contractors, consultants, exhibiting artists, designers and NGA staff to ensure exhibitions program design and fabrication requirements are met.

This position reports to the Head of Creative Studio and is responsible for supporting construction, installation and deinstallation of exhibitions, frame and crate fabrication as well as general maintenance projects. This position of Carpenter is an ongoing full-time role within the Creative Studios team.

OUR IDEAL CANDIDATE

Our ideal candidate is a qualified carpenter, joiner or cabinet maker with practical skills and technical knowledge.

You are a collaborator who is results focused with strong skills in communicating, documenting and executing designs from concept to completion.

A clear communicator who confidently conveys fabrication ideas and information in a succinct and interesting way.

You have experience in budgetary control, strong organisational and project management skills and can respond to changes in a fast-paced environment while building and maintaining relationships. You bring a positive attitude and operate efficiently and with integrity in all that you do.

WHAT WILL YOU DO?

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

1. With limited supervision, develop and implement design solutions from concept to functional outcomes, in collaboration with exhibition designers, artists, curators, conservators and exhibition staff to ensure the safe display of works of art for temporary exhibitions, permanent collection displays and ensure brand initiatives are delivered on time and within budget.
2. With limited guidance, oversee the operation of specific construction and fabrication projects and monitor workflows to achieve the sections strategic objectives and deadlines.
3. Participate as a member of the exhibition project team and provide advice on design, fabrication and construction matters as required.
4. Ensure effective liaison with staff at all levels, external stakeholders and other relevant organizations to meet Gallery objectives.

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 regarding the purpose and importance of their work. You will illustrate the relationship between operational tasks and organisational goals. You set work tasks that align with strategic objectives and 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.
- **Ensure closure and deliver on intended results** by seeing projects 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 client needs.
- **Demonstrate public service professionalism** by adopting a principled approach and adhere to the National Gallery's values and code of conduct in all that you do. You are professional and impartial and operate within the boundaries of 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' 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.

To apply for this role please forward your application to recruitment@nga.gov.au.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

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

- hold an Australian Citizenship and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Trade Qualification in Carpentry, Joinery or Cabinet Making
- White card and
- Current Drivers Licence

Desirable qualifications certification and/or registrations include:

- EWP licence
- Asbestos awareness
- Silica awareness

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.

Contact

Further information about the position may be obtained by contacting Daryl West-Moore on +61 2 6240 6739 or Daryl.West-Moore@nga.gov.au.