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Position title	Senior Conservator, Paper
National Gallery level	NGA Executive Level 1
Position number	Position No. 5032
Employment type	Ongoing – Full-time
Department	Conservation
Portfolio	Collections and Exhibitions
Immediate supervisor	Head of Conservation
Direct reports	2 x Conservator, Paper 3 x Mount cutter/Framer
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Current Drivers Licence Accurate colour vision excellent manual dexterity and the ability to lift, climb ladders and use tools and equipment. Tertiary qualification in the conservation of cultural materials

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## **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 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.

**Position description – Senior Conservator, Paper (5032)**

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 Senior Conservator, Paper will lead a small team of 2 conservators and 3 framing technicians to manage all aspects of the care of works of art of that media, the largest in the Gallery collecting areas. This includes prints, books, drawings, photographs and sculptures that incorporate paper elements.

The National Collection has an exciting and diverse collection of works of art that fall within the category of objects. The Gallery is a leader in lending, touring and exhibiting traditional and contemporary art and this role will play a key role in meeting these requirements. To achieve this, you will work closely with a wide variety of internal stakeholders, external contractors and clients. This role is also responsible for managing the mounting and framing of works of art on paper and photographs and will manage the framing technicians employed to undertake this work.

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.

This position reports to the Head of Conservation and is responsible for managing staff, research, resources, and the workflow through the Paper Section to manage the permanent collection and to meet the Gallery's exhibition, touring and lending program. This position of Senior Conservator, Paper, an ongoing full-time role with the conservation team.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have strong leadership skills and will be required to demonstrate their skills and experience to successfully manage, supervise and develop staff, manage resources, budgets, and work schedules in an environment of competing demand and priorities is essential. Experience in managing multiple projects with conflicting deadlines is a requirement.

You should be able to demonstrate your ability to build good working relationships and work collaboratively with other conservators, curators, technical staff, and to engage and supervise contractors using well developed interpersonal skills.

Our ideal candidate will have professional qualifications and extensive experience in the conservation, documentation and analysis of a wide range of cultural and art objects. Experience within a large cultural institution with a wide variety of media is essential.

You will have extensive knowledge and understanding of the materials and techniques of traditional and contemporary works of art within the field of objects and a sound knowledge of art history. You will be able to use this knowledge to effectively contribute to scheduling and providing advice on storage and the condition of the collection.

You will have a demonstrated ability to initiate, conduct and co-ordinate research in fields relevant to objects conservation. Experience in publishing, lecturing, and sharing knowledge about this research is essential. Experience is also required in training and developing staff within the institution in the correct care of the collection.

Excellent oral and written communication and interpersonal skills and proven ability to liaise effectively with people in a diverse range of professional disciplines and the public. Experience in corporate reporting is required.

## WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

1. Develop, monitor and maintain the workflow of the Paper and Mount cutting sections to ensure exhibition, loan and travelling exhibition deadlines can be managed and resources effectively. Manage staff within the Paper and Mount cutting sections and promote their development.
2. Supervise the conservation, documentation and research of objects within the National Collection and on loan to the NGA. Carry out examinations, treatments and maintain conservation records of objects to the highest professional standards.
3. Provide expert advice on all matters relating to the preservation of paper and photographic works of art. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of works of art on paper within the collection. Develop and contribute Risk Assessments to assist with caring for the collection.
4. Initiate and coordinate research and development into conservation methods and materials and into the techniques of works of art. Participate and encourage staff to develop lectures and research projects relevant to the NGA collection.
5. Participate in preventative conservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
6. Undertake other duties as required by the Head of Conservation, including preparations of policies, guidelines, corporate and financial reporting for the Department.

## 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. **Think strategically** to determine strategic direction for the work area and align longer-term planning with agency goals and objectives.
2. **Build the Gallery's capability and responsiveness** to generate new ideas approaches and strategies. Implement change and business improvement strategies in the workplace.
3. **Engage with risk and shows personal courage** when making decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.
4. **Develop and manage** a range of stakeholder relationships. Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
5. **Be responsible** for building capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
6. **Be responsible** for the achievement of own and team outcomes, monitor team progress and follow through to deliver quality outcomes.

## 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.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

**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.

**Qualifications, Certifications and Registrations**

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

- Hold an Australian Citizenship, and
- satisfy a police check.

Role specific qualifications certification and/or registrations include:

- Current Drivers Licence
- Accurate colour vision, excellent manual dexterity and the ability to lift, climb ladders, use tools and equipment.
- Tertiary qualification in the conservation of cultural materials

**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 Head of Conservation, Debbie Ward on +61 2 6240 6657 or [debbie.ward@nga.gov.au](mailto:debbie.ward@nga.gov.au).