



Position title	Conservator, Paper
National Gallery level	NGA Level 6
Position number	Position No. 5033
Employment type	Ongoing – Fulltime
Department	Conservation
Portfolio	Collections and Exhibitions
Immediate supervisor	Senior Conservator, Paper
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Tertiary Conservation training in the field of Material Science

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.

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

This role requires a qualified and experienced paper conservator. They will be working with a diverse range of works on paper and caring for the largest group of works in the National Collection. The position requires undertaking complex treatments with minimal supervision to meet the Gallery's exciting lending and exhibition programme. They will also be experienced in preparing the collection for storage, transportation and contribute to research into the manufacture, materials and techniques and condition of works of art on paper and photographs, including Asian, contemporary and 3D works on paper.

This position reports to the Senior Paper Conservator and is responsible for supporting the paper conservation team comprising of three paper conservators and three mount cutters/framers. This role will also see you responsible for all aspects of caring for and preparing works of art for exhibition, loans and storage.

The position also assists with scheduling, installation and providing care and scheduling information to a wide range of gallery stakeholders. This position also assists the Senior Conservator with budgeting, ordering and corporate reporting, analysis, research and training other staff in the care of the collection.

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 Conservator, Paper position is an ongoing full-time role with the Conservation team.

OUR IDEAL CANDIDATE

The ideal candidate will have professional training and qualifications in the conservation of works of art on paper, including photographs and at least six years working experience in a cultural institution.

The candidate should have a demonstrated knowledge of historical and contemporary materials and techniques including those involved in watercolour painting, drawing, printmaking, photography, and papermaking. Experience in preparing paper-based works of art for storage and display is required.

Your experience and knowledge of project management and a demonstrated ability to work to deadlines, providing accurate and timely advice to assist targets to be achieved are desirable.

Your demonstrated ability to carry out advanced conservation treatments without close supervision will be to your advantage. Having experience in undertaking research and analysis of works of art will also be to your advantage.

The ability to work cooperatively with other Conservators, Curators, and technical staff is required. As well as experience in supervising and directing conservation staff as a team member utilising well developed interpersonal skills.

Having good oral and written expression including the ability to prepare clear and accurate reports to a professional standard and to be able to communicate this information both within the Gallery and to the broader museum community will be required for this role.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will:

1. Assist the Senior Paper Conservator in managing the routine operations of the Paper Conservation section.
2. Carry out the examination, conservation, and restoration of the Gallery's collection of works of art on paper and photographs, including preparation for exhibition and loans, transportation and storage.
3. Maintain documentation on all treatments undertaken and prepare condition reports and advice on inward and outward loans, new acquisitions, work activities and project scheduling.
4. Liaise with Curatorial staff, Registration and other technical staff and advise the Senior Paper Conservator on the conservation needs of the works on paper and photographic collection, including its display, packing and storage.
5. Supervise subordinate staff and student conservators as required.

6. Participate in and contribute to research programs on artists' materials and techniques and conservation materials and techniques relevant to the care of the Gallery's collections as required.
7. Provide support to the conservation team and undertake other duties as directed by the Head of Conservation and the Senior Paper Conservator to assist with disaster response and achievement of goals.

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. **Shows judgement and intelligence.** You will need to be objective, analytical and draw accurate conclusions based on evidence. We are looking for someone who can identify problems, work to resolve them, think laterally and promote improved work practices.
2. **Promotes and adopts a positive and balanced approach to work.** You will need to be persistent with and focused on achieving objectives even in difficult circumstances. To succeed in this role a positive attitude and initiative is required and have a calm manner when responding to pressure.
3. **Reviews project performance and identifies opportunities for improvement.** Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive and flexible to changes in requirements.
4. **Takes responsibility for managing work projects to achieve results.** You will see projects through to completion and monitor project progress adjusting plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.
5. **Nurtures internal and external relationships building positive relationships with team members, stakeholders, and clients.** You should proactively offer assistance for a mutually beneficial relationship.
6. You should apply and build professional expertise, respond positively to change and take responsibility for managing work projects to **achieve results.**

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.

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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Tertiary Conservation training in the field of Material Science.

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 Fiona Kemp on +61 2 6240 6442 or fiona.kemp@nga.gov.au.