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| Position title | Curatorial Assistant, Gordon Darling Graduate Intern (Australian Prints) |
| National Gallery level | NGA Level 3 |
| Position number | Position No. 5040 |
| Employment type | Non-ongoing – Full-time – 12 months |
| Department | Australian Art |
| Portfolio | Directorate |
| Immediate supervisor | Curator, Australian Prints and Drawings |
| Direct reports | N/A |
| Position location | National Gallery, Parkes, Kamberri/Canberra |
| Requirements | Australian Citizenship Police Check Tertiary qualifications in visual art/art history or relevant experience |

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

This position is situated in the Curatorial and Programs Portfolio, within the department of Prints and Drawings. It reports to the Curator, Australian Prints and Drawings and is responsible for the cataloguing of Australian prints and drawings.

The collection of Australia prints, drawings, watercolours, artist books and illustrated books brings together works on paper by non-Indigenous artists that begins with pre-colonial contact, in Australia. Due to their immediacy and portability, drawings and watercolours provide the basis for the collection's most historically significant depictions of the ensuing colonisation of Australia during the eighteenth and nineteenth centuries.

The comprehensive holdings of twentieth and twenty-first century modern and contemporary works on paper aims to ensure that the collection is national in scope and that it reflects the cultural and political diversity of artists working in Australia today.

The Curatorial Assistant, Gordon Darling Graduate Intern (Australian Prints), will be engaged primarily in the areas of cataloguing Australian prints and drawings and assisting the Curator, Australian Prints and Drawings and the Senior Curator, Prints and Drawings with:

- collection development
- drafting acquisition submissions
- provenance research
- writing labels for exhibition and
- co-ordinating the movement of works of art.

The Curatorial Assistant role will also require the web-based delivery of information on the National Gallery's collection of Australian prints.

This professional development role is situated in the Curatorial and Programs Portfolio, within the department of Prints and Drawings. It reports to the Curator, Australian Prints and Drawings and is a non-ongoing full-time position for 12 months.

OUR IDEAL CANDIDATE

Our ideal candidate has a proven interest in and knowledge of Australian art and a commitment to developing a career working as a curator in the field of prints and drawings.

You will be able to demonstrate your knowledge of collection management databases and experience in data base entry. Along with your highly developed computer literacy and demonstrated interest in web-based access to collections, experience in the use of KE, EMu or a similar database is desirable.

You will have a demonstrated understanding of the National Gallery's collections and collecting policy, with and ability to carry out provenance research. Your sound research skills and a proven ability to work methodically enable you to work under limited supervision and to deadlines.

You're a great communicator, both written and verbally, with an ability to work collaboratively and enjoy participating as part of a team.

Your tertiary qualifications in visual art/art history or relevant experience including demonstrated interest in visual art and the ability to identify works of art by media category will be an advantage.

WHAT WILL YOU DO

In accordance with the APS 3 work level standards, you will have the following key responsibilities:

1. Under the supervision of the Curator, Australian Prints and Drawings, you will assist in the cataloguing of Australian prints and drawings and enter information into the National Gallery's database, including a focus project cataloguing the National Gallery's archive of Australian artist and educator Frances Derham.
2. Assist with the preparation of acquisition submissions for the National Gallery's Council.

3. Assist with the preparation of scheduled collection changeovers—including writing labels for exhibition and co-ordinating the movement of works of art for the purpose of exhibitions, digitisation and conservation.
4. Carry out provenance research into the collection of Australian prints and drawings and collection discoverability analysis and enter this information into the National Gallery's database.
5. Respond to public inquiries about works in the Collection and manage the Prints and Printmaking mailbox and social media accounts.
6. Contribute to the National Gallery's Public Programs as required.

WHO WE ARE 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 the shared purpose and direction** of the National Gallery by understanding and supporting the Gallery's vision, mission and corporate plan and recognise how your own work contributes to the achievement of the National Gallery's corporate plan.
2. Be able to **identify and use resources wisely** when assisting in the review of project performance and communicate outcomes clearly to your manager.
3. Be able to **listen, understand and adapt to your audience** when seeking to understand the audience and tailor communication styles and messages accordingly.
4. **Respond positively to change** by establishing project plans to deliver work objectives. Respond in a positive and flexible manner to change.
5. **Nurture internal and external relationships** by building and maintaining positive relationships with team members and stakeholders and actively participate in teamwork and activities across 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 'Overview of the role' and '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.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in the visual arts, art history, museum studies or related studies is an advantage.

Contact

Further information about the position may be obtained by contacting Sally Foster, Senior Curator, Prints and Drawings on +61 6240 6769 or sally.foster@nga.gov.au.

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.