



Position title	Program Convenor, Kids & Families
National Gallery level	NGA Level 6
Position number	Position No. 6076
Employment type	Non-ongoing – 12-months Maternity cover – Part-time – 4 days a week
Department	Learning
Portfolio	Learning and Digital
Immediate supervisor	Public Programs Manager
Direct reports	Programs Producer, Kids & Families
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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 Program Convenor, Kids & Families is a key role in the Learning and Digital portfolio, with responsibility for the development and delivery of programs specifically designed for children and their families at the National Gallery in Canberra and across Australia.

The Learning & Digital Portfolio delivers a wide range of innovative and engaging programs designed to enhance access to the National Gallery's collections and exhibitions. Programs are developed in collaboration with artists, for audiences onsite at the National Gallery, online audiences and offsite, in support of the National Gallery's national engagement strategy.

Programs for Kids & Families support life-long learning through art and creativity, removing barriers to access, and promoting intergenerational exchange.

Art Steps is the Gallery's program for creative making activities by artists for children to enjoy with family and friends. It runs at the Gallery every school holidays and many activities are also available online.

Art Together is a series of artist-led projects that invite participants of all ages to step into the world of an artist and make something through collaboration. The Gallery is launching a new toddler program in August 2023.

Kids & Families programs at the National Gallery centre First Nations art and artists, and this role will work closely with the National Gallery's First Nations Lead Artist Educator. First Nations staff in the Learning and Digital Portfolio connect with and contribute to the National Gallery's First Nations Engagement Portfolio.

The Program Convenor, Kids & Families supervises the Program Producer, Kids & Families and reports to the Public Programs Manager. The role also works closely with the Program Convenors for Adults, Young People and Access audiences. After hours and weekend work is required on occasions.

This position reports to the Public Programs Manager and is responsible for delivering of learning and engagement programs at the Gallery. This position of Program Convenor, Kids & Families is a non-ongoing part-time role with the Learning team. This is also an identified role and required someone who has worked with Aboriginal and Torres Strait Islander peoples or their communities and has an understanding of their issues affecting them and can communicate sensitively and effectively.

OUR IDEAL CANDIDATE

Our ideal candidate has demonstrated knowledge and proven experience in developing and delivering public programs in an art museum/gallery environment. Tertiary qualifications in Visual Art, Education or Museum Studies are highly desirable for this role.

You have experience engaging with children and their families within a gallery context or similar environment.

You have an understanding and awareness of First Nations art and artists and share the National Gallery's commitment to centring the voices of First Nations artists and communities.

You are friendly and approachable with well-developed written and oral communication skills including proven experience in public speaking and the ability to successfully liaise with artists, professionals and a wide range of community representatives.

You have project management experience, including the development of project timelines, budgets and stakeholder relationships.

You are flexible and solutions focused and able to support teams through changing work practices and approaches.

WHAT WILL YOU DO?

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

- Work collaboratively to devise, implement and manage projects that contribute to the National Gallery's vision and mission, with a focus on programs for children and their families.
- Work strategically to develop, assess and refine the learning and engagement opportunities associated with the National Gallery's artistic program.
- Develop and manage relationships with team members and the National Gallery's stakeholders to achieve program outcomes.

- Work with the First Nations Engagement Team and First Nations Lead Artist Educator to ensure that all learning programs and resources centre First Nations artists and are informed by the Gallery's First Nations learning principles.
- Contribute to the gathering and analysis of audience and programs data to support organisational reporting and the assessment of program impacts.
- Work collaboratively to ensure Workplace Health and Safety and other program risks are appropriately identified and managed.

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:

- Have **effective stakeholder engagement skills** to partner with senior managers, line areas, and other stakeholders to improve strategic programming outcomes for the Gallery.
- Have the ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality of customer service when engaging with internal and external stakeholders and organising and managing the casual and volunteer workforce.
- Have experience in managing the workload of you and your team to **achieve results**, working with within an ever-changing environment.
- **Act with integrity**, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery.
- Be **versatile, flexible and creative** in aligning your work with the strategic priorities of the National Gallery and communicating this to your team.

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.

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:

- Working with Vulnerable People card (or the ability to obtain)

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 Megan Carrigy on +61 2 6240 6643 or megan.carrigy@nga.gov.au.