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Position title	Associate Manager, Touring Exhibitions
National Gallery level	NGA Level 5
Position number	Position No. 6081
Employment type	Non-ongoing – Full-time
Department	Collections and Exhibitions
Portfolio	Non-ongoing - Full-time
Immediate supervisor	Manager, Touring Exhibitions
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check A tertiary qualification in Visual Arts or equivalent professional experience in the visual arts is essential.

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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 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 Associate Manager, Touring Exhibitions Officer will report to the Manager of Touring Exhibitions and will liaise and work with staff across the Gallery from Curatorial, Registration, Conservation to Marketing and Visitor Experience.

The Touring Exhibitions Section is responsible for increasing public access to the Gallery's collections through a program that serves to develop and enrich existing and new audiences in regional, remote and metropolitan locations across Australia and occasionally overseas.

The Associate Manager, Touring Exhibitions Officer will contribute to the development, implementation, promotion, and evaluation of the Touring Exhibitions Program as delivered within the Touring Exhibitions Section and Sections appropriate to the National Gallery's objectives.

The Associate Manager, Touring Exhibitions Officer will also contribute to providing administrative support within the Touring Exhibitions Program appropriate to the Gallery's objectives, including the administrative support of designated Touring Exhibitions. This is a full-time and non-ongoing opportunity with the Touring Exhibitions team, within the Artistic Program portfolio.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will demonstrate knowledge and appreciation of the visual arts and an awareness of the Gallery's collections as they apply to the work of this position. A tertiary qualification in Visual Arts or equivalent professional experience in the visual arts is essential and additional Museum Studies and/or Education qualifications would be an advantage.

You will have experience supporting projects, with skills and experience in contributing to, implementing and maintaining a touring exhibitions program, applying the principles of effective risk management. This includes demonstrated knowledge in applying appropriate museum standards covering the safe and effective handling, packing, transportation, and display of works of art, having regard to conservation, registration, exhibition, and graphic design requirements.

Our ideal candidate will have high level interpersonal, verbal and written communication skills showing proven abilities in negotiation, representation, development and maintenance of networks appropriate to a touring exhibitions program.

You will demonstrate excellence in good business management practices including general administration, financial management, budget development, forward planning, workflow and time management, policy development, administration and evaluation.

The National Gallery anticipates an ability to promote and apply the principles of workplace diversity and participative management practices.

## **WHAT WILL YOU DO?**

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

- Project manage, implement, promote, and coordinate all aspects of designated touring exhibitions. Ensure that National Gallery touring exhibitions are delivered offsite ensuring Care of the Collection requirements are met.
- Supervise, motivate, and manage multi-disciplinary teams.
- Prepare, collate, and monitor work programs and related documentation including risk assessments, job safety analyses, forward plans, work schedules, budgets, contracts, statistics and correspondence for the Department and Program.
- Develop and nurture professional contacts and relevant Touring Exhibitions stakeholders with particular emphasis on state, metropolitan, regional, remote, and international venues, communities, and industry bodies. Develop and nurture professional contacts and relevant Touring Exhibitions stakeholders at state, metropolitan, regional, and remote communities.
- Contribute to the administration of designated touring exhibitions including the development of contracts with tour venues, managing media and promotional aspects and responding to enquiries and providing professional support to venues.

## 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 the ability to **support strategic direction** of the Gallery by having a shared purpose and direction. You understand, support and promote the Gallery's vision, mission and corporate plan.
- Manage your workload, often with competing priorities and seeing project through to completion and by monitoring project progress to **achieve results**.
- Consult and share information to ensure others are kept informed of changes or issues that arise. You will work collaboratively and operate as an effective team member to **support productive working relationships** that nurture internal and external stakeholders.
- Focus on, and take personal responsibility for, achieving your objectives even in difficult circumstances displaying **personal drive and integrity** in all that you do.
- Be able to identify relevant stakeholder expectations and concerns and **communicate with influence** in a clear and confident manner ensuring all messages are clear, concise and articulate.

## 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](mailto: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 qualifications certification and/or registrations include:

- A tertiary qualification in Visual Arts or equivalent professional experience in the visual arts is essential.
- Additional Museum Studies and/or Education qualifications would be an advantage.

## 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 Mary-Lou Nugent on +61 2 6240 6650 or [Mary-Lou.Nugent@nga.gov.au](mailto:Mary-Lou.Nugent@nga.gov.au).