



Position title	Assistant Registrar
National Gallery level	NGA Level 6
Position number	Position No. 7217
Employment type	Non-ongoing (4 years) - Full time
Department	Registration
Portfolio	Collections & Exhibitions
Immediate supervisor	Associate Registrar
Direct reports	Registration Assistant, Projects
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Tertiary qualifications in Visual Arts, Art History and/or Museum Studies or relevant experience is essential

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 reports to the Assistant Registrar and is responsible for the project management of the Registration functions, tasks and components associated with Sharing the national collection.

Sharing the national collection is a landmark initiative for the National Gallery. It represents an elevation of one of the country's leading art institution brands and a significant expansion of the reach of visual art across regional, remote and suburban Australia. Being part of this project team is a significant opportunity to engage with cultural institution partners across the country and be a part of a noteworthy chapter in the art history of the nation.

The position will be responsible for all aspects of the Registration response, including liaising closely with internal and external stakeholders, in order to deliver the Sharing the national collection project for Registration.

OUR IDEAL CANDIDATE

Our ideal candidate will have a strong knowledge of and passion for the visual arts.

Your high-level understanding of museum standards and outward loan processes provides you with the knowledge to facilitate the necessary documentation for the outward loan of works of art, the requirements for their safe display, transport and insurance while having regard to conservation, installation and venue requirements.

You have demonstrated experience in project managing registration activities and functions, such as loans and exhibitions equivalent to a high-volume gallery or museum program. Your organisational skills enable you to deliver projects on time and within budget in a changing environment. You are a solution-based person who is flexible and works collaboratively and creatively with stakeholders to meet deadlines.

Your demonstrated experience in the coordination of a multi-disciplinary and multi-skilled team, in a gallery or museum, together with your effective and empathetic communication skills will enable you to work closely with display venues, exhibition-focussed contractors and other stakeholders to achieve projects to a high standard.

You will have experience in the development of risk assessments, safe work method statements and job safety analyses associated with exhibitions and loans. Your knowledge of best-practice outward loan procedures and the delivery of quality results with a dedication to accurate detail and documentation, will enable you to prioritise and manage the successful implementation and delivery of a large-scale, ongoing program of lending works of art around Australia.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards and working to the Assistant Registrar, Loans and Exhibitions, you will:

- Project manage complex requests associated with the movement and long-term loan of artworks using the Gallery's project management methodology to ensure they are delivered on time and within budget.
- Ensure compliance with contractual, transport and security requirements for works of art on loan and establish appropriate insurance coverage, packing, crating, courier arrangements and other special conditions of loan. Liaise with borrowers, shipping agents and a range of Gallery art services including curatorial and conservation staff regarding schedules and allocation of resources for specific loans.
- Lead multidisciplinary teams, liaising with internal and external stakeholders to develop deadlines and monitor and report on progress.
- Provide planning advice and cost estimates for the effective implementation of the outward loans activity. Prepare and monitor workflows and budgets as well as reporting on their status.
- Generate solutions to enable wide participation in Sharing the national collection by a range of institutions around the country.

- Develop, implement and review risk assessments, job safety analysis and standard work procedures in regard to collection care, handling, packing and moving works of art, in consultation with internal and external stakeholders.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to quickly develop the following,

You will:

1. Have the ability to **align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to exhibitions and displays.
2. Have experience in managing your workload to **achieve results** in the development of and management of loans and external displays, often working with tight timeframes and competing priorities.
3. Have the ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships within your team, with your colleagues and with external stakeholders.
4. Be a versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders both internal and external.
5. Have the ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.

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 Registration

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:

- Tertiary qualifications in Visual Arts, Art History and/or Museum Studies or relevant experience is essential.

Work, Health & Safety Obligations

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 Rebecca Nielsen on +61 2 6240 6515 or rebecca.nielsen@nga.gov.au.

Information about the terms and conditions of employment (including the current Enterprise Bargaining Agreement) at the National Gallery may be found on our website: [Jobs - National Gallery of Australia \(nga.gov.au\)](http://nga.gov.au).