Position title	Learning Assistant
National Gallery level	NGA Level 3
Position number	Position No. SUP 351
Employment type	Non-ongoing - Casual – 12 months
Department	Learning
Portfolio	Learning and Digital
Immediate supervisor	Operations Coordinator
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship
	Police Check
	An ACT working with Vulnerable People card (mandatory)

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

The National Gallery is recruiting collaborative self-starters with excellent communication skills and demonstrated experience in supporting or creating digital content, for casual positions within the Learning & Digital portfolio.

These positions will suit candidates capable of working within a high performing learning and digital content production teams who are responsible for the delivery of content which connects art and culture in diverse ways that are relevant and impactful to our audiences. And those who can provide administrative support to the portfolio's planning, promotion, delivery and evaluation of audience engagement programs and projects.

The Learning & Digital portfolio is responsible for amplifying the National Gallery's reach and impact by developing and delivering ambitious programs for diverse audiences onsite, online and on tour.

The Learning Assistants will also support specific projects across the portfolio with a focus on auditing, organizing, archiving and publishing specific video, audio, photographic, research, learning and historical material produced at the National Gallery.The Learning Assistant role is part of the Learning Department within the Learning and Digital Portfolio.

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 position reports to the Operation Coordinator and is a non-ongoing casual role with the Learning team.

OUR IDEAL CANDIDATE

Our ideal candidate is friendly, customer-focused person with well-developed written and verbal communication skills. You will be able to build and maintain positive and effective relationships with a wide range of stakeholders, in particular external clients in the education sectors and tourism industry.

You have a demonstrated ability to undertake a range of administrative tasks with attention to detail and can apply new work processes and procedures in any administrative area.

You are flexible, and able to work under pressure to effectively manage peak periods.

You respond to change in a positive and flexible manner and are able to share information with others and can adapt to an ever-changing environment.

WHAT WILL YOU DO?

In accordance with the APS 3 work level standards, you will:

1. Support the engagement with new and existing audiences by working with ticketing and booking systems and providing a high level of customer service.

2. Prepare program content for the Gallery's digital channels including website and e-news.

3. Provide administrative support for Learning programs, including planning timelines, resource bookings, scheduling meetings, preparing agendas and minutes, fielding incoming and outcoming correspondence, invoice processing, tracking budgets and liaising with stakeholders involved in programs as required.

4. Assist with compiling, creating and managing project proposals, reports, evaluations and records related to Learning programs projects.

5. Contribute to the ongoing improvement of business processes and procedures, participate in organisational initiatives and activities as required, and contribute to achieving team goals.

6. Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.

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:

In accordance with the APS 3 work level standards, you will:

- Support the engagement with new and existing audiences by working with ticketing, booking systems, and uploading content to the National Gallery website, monitoring published material to ensure that potential issues are resolved appropriately, and agreed deadlines are met.

- Compile and edit audio visual content for the Gallery's digital channels ensure that files are backed-up and accessible for use within existing systems.

- Work with Gallery's Technical Producer to support audio visual requirements and technical support for live program delivery.

- Assist with compiling, creating, and managing project proposals, reports, evaluations, and records related to Learning programs projects.

- Support the Portfolio and liaise with external stakeholders on specific digital content and administrative event support including video, photographic, live stream, web production, planning timelines, resource bookings, scheduling meetings, preparing agendas and minutes.

- Contribute to the ongoing improvement of business processes and procedures, participate in organisational initiatives and activities as required, and contribute to achieving team goals.

- Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.

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. Security Assessment: The successful applicant will be required to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

Qualifications, Certifications and Registration

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:

- An ACT working with Vulnerable People card (mandatory)

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 Victoria Bennett on +61 2 6240 6717 or Victoria.bennett@nga.gov.au.