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Position title	Senior Registration Officer, Collection and Storage
National Gallery level	NGA Level 5
Position number	Position No. 7107
Employment type	Non-ongoing – Full-time
Department	Registration
Portfolio	Collections and Exhibitions
Immediate supervisor	Associate Registrar, Documentation and Storage
Direct reports	Collection Study Room Coordinator Registration Officer, Collection 5 x Registration Officers, Collection
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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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 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**

This position is responsible for leading an experienced team of Registration Officers in undertaking the daily operations of the collection storage area. This will include ensuring best practice in transport, packing, storage, handling and movement of the Gallery's collection.

To be successful in this role you will have demonstrated experience in managing a team and the ability to work collaboratively across a range of departments to meet scheduled outcomes for projects and exhibitions. You will be highly experienced in this field and a technical specialist in handling, packing and moving works of art, providing guidance and expertise to the team.

You will work to high standards, with effective project management skills in administration, coordination and planning. The ability to build and maintain professional working relationships, with both internal and external stakeholders, and contribute to the development of policy and procedural documentation associated with the storage and handling of works of art as well as overseeing the location of movement records in the Gallery's collection management (CMS).

This is a full-time, ongoing employment opportunity available within the Registration Department, in our Collections and Exhibitions Portfolio and will report to the Associate Registrar, Documentation and Storage.

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.

## **OUR IDEAL CANDIDATE**

1. Extensive knowledge and experience in museum and gallery registration practices in relation to the handling, movement, packing and storage of cultural collections and the maintenance of collection stores.
2. Strong written and verbal communication, analytical and research skills, and a demonstrated understanding of computerised collection management skills in the application of registration procedures.
3. Proven leadership skills including the ability to manage and develop a team, work collaboratively and build and maintain strong working relationships with external contractors and stakeholders.
4. Well- developed project management abilities, including administrative, planning and support in relation to equipment, WH&S requirements, coordination of materials, financial and staffing resources to meet milestones and deadlines.
5. Demonstrated understanding and commitment to WH&S policies and procedures in the daily operation of the art handling team and collection storage.

## **WHAT WILL YOU DO?**

In accordance with the APS 5 work level standards, you will:

1. Coordinate the daily operations of the collection storage area to meet Museum and Gallery best practice in the transport, packing, storage, handling and movement of the Gallery's collection, including supervising the day-to-day activities of the art handling staff.
2. Coordinate the packing of collection material for storage, working collaboratively with staff across the Gallery to meet collection activity and other work schedules.
3. Oversee the daily movement of artworks and location controls ensuring all internal movements are accurately recorded in the Gallery's Collection Management System.
4. Provide administration planning and support in relation to equipment, WH&S requirements and staff management for the art handling team.
5. Contribute to the development of policies, practices and procedures in relation to collections management issues associated with the storage and handling of artworks.

## 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:

1. **Take responsibility for managing work** projects **to achieve results** by monitoring project progress and managing the priorities of your team in a collaborative manner.
2. **Think strategically** by understanding the environment and contribute to the development of plans and team goals, identifying broader issues that may impact on the team's work objectives.
3. **Demonstrate flexibility** and copes effectively with day- to- day work changes, shifting priorities and periods of uncertainty.
4. **Values specialist expertise** and capitalises on the skills and knowledge of others within the organisation as well as contributing your own expertise to achieve outcomes.

## 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](mailto: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.

## ADDITIONAL INFORMATION

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:

- Hold a current Driver's Licence
- Forklift operator licence (or the ability to obtain)
- Elevated Work Platform licence (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.
- completing health and safety reporting in an accurate and timely manner.

### **Contact**

Further information about the position may be obtained by contacting Natalie Beattie on +61 2 6240 6453 or [Natalie.Beattie@nga.gov.au](mailto:Natalie.Beattie@nga.gov.au).