



Position title	Publishing Assistant Manager
National Gallery level	NGA level 6
Position number	2219
Employment type	Non-ongoing - Full-time
Department	Creative Studio
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Production Manager, Publishing
Direct reports	Nil
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 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. 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 encouraged 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

Together with the Publishing Manager, the Assistant Publishing Manager is responsible for delivering the National Gallery's Annual Publishing list. Working in collaboration with multiple departments across the Gallery the Assistant Publishing Manager facilitates the development of editorial content, ensuring quality, clarity, creativity, authenticity, and consistency is achieved. As well as overseeing publication deliverables the position is responsible for creating and maintaining Gallery style guides, editorial guidelines and procedures to support the Gallery's Publishing Strategy.

The role of Assistant Publishing Manager is a non-ongoing full-time role withing the Creative Studio team. The contract duration is three years.

OUR IDEAL CANDIDATE

Our ideal candidate is an experienced managing editor with demonstrated experience working collaboratively to shape content for publications. You will have an understanding of changing editorial practices, as well as exhibition and publishing trends within the cultural sector.

You are an effective collaborator who is results focused with the proven ability to engage with internal and external stakeholders to understand interdependencies and issues that might impact assigned projects.

Our ideal candidate has strong organisational skills and a proven ability to project manage several simultaneous projects, prioritising a diverse workload, while building and maintaining relationships. You will bring a positive attitude and operate efficiently and with integrity.

You will be a clear communicator who confidently coordinates project resourcing, you will apply your knowledge of risk and contingency management through each delivery stage of publication projects within time, cost and scoping targets.

WHAT WILL YOU DO

In accordance with the APS 6 work level standards, and reporting to the Publishing Manager, you will have the following key responsibilities:

1. Work collaboratively with Gallery stakeholders to facilitate development of editorial content outlines
2. Engage and manage external contractors, maintaining effective oversight of deliverables, schedules and budgets to ensure that publication and exhibition content is delivered on time and to budget
3. Oversee and maintain Gallery style guides and guiding documents
4. Participate and actively contribute as a member of various publication project teams
5. Manage and maintain the record management of publishing content, in line with the Records Management policy and procedures
6. Responsibly manage risk and resources, including managing complex budgets, negotiating for resources and monitoring expenditure against budget projections.

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:

- **Inspire a sense of purpose and direction** by providing direction to others regarding the purpose and importance of their work. You will illustrate the relationship between operational tasks and the Gallery's goals.
- **Be strategically focused** by understanding the National Gallery's objectives and aligning your operational requirements accordingly. You consider the ramifications of issues and longer-term impact of own work and work area.
- **Ensure closure and deliver on intended results** by seeing projects through to completion. Monitor project progress and adjust plans as required. You are committed to achieving quality outcomes.
- **Nurture internal and external relationships** by building and sustaining relationships and networks with key stakeholders. You will be proactive in your work and be responsive to internal and external client needs.
- **Demonstrate public service professionalism** by adopting a principled approach and adhere to the National Gallery's values and code of conduct in all that you do. You are professional and impartial and operate within the boundaries of National Gallery's processes and legal obligations.

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.

Further, 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

- Australian Citizenship
- Police check

Contact

The Recruitment Officer may also be contacted on +61 2 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.