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Position title	Indigenous Leadership Coordinator
National Gallery level	NGA Level 6
Position number	Position No. 6021
Employment type	Non-ongoing – Full-time (18 months with the possibility of extension)
Department	First Nations Engagement
Portfolio	First Nations Engagement
Immediate supervisor	Head of First Nations Engagement
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check ACT Working with Vulnerable People Card (or ability to obtain)

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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**

The National Gallery holds the world's largest and most significant collection of Aboriginal and Torres Strait Islander art – numbering over 8000 works – and produces a range of important curatorial and learning programs to support the collection and display of Aboriginal and Torres Strait Islander art.

Recognising the primacy of Aboriginal and Torres Strait Islander art and culture within the Australian cultural landscape the National Gallery has partnered with Wesfarmers Arts to elevate opportunities for First Nations professionals within the Australian arts and cultural sectors to ensure Aboriginal and Torres Strait Islander people and communities are central to the future direction and development of the sector.

The Wesfarmers Indigenous Arts Leadership Coordinator works as part of a team in the production and delivery of the Wesfarmers Indigenous Arts Leadership and Fellowship Programs and other associated arts leadership and professional development opportunities for Aboriginal and Torres Strait Islander people at the National Gallery. The Wesfarmers Indigenous Arts Leadership and Fellowship Programs have been established to increase First Nations participation, employment, and leadership within the visual arts. The program supports First Nations arts professionals to deepen their understanding of the sector and build their network of professional and cultural support.

In this role you will have the opportunity to work with a dynamic team of First Nations and non-Indigenous colleagues from across the National Gallery, and throughout the sector, to identify, develop, implement and deliver professional development opportunities for First Nations arts and cultural sector professionals. Your work in this space will help to drive First Nations leadership within the arts and cultural sector.

To be successful in this role you must have strong communication and interpersonal skills and a working knowledge of issues relevant to First Nations culture within the visual arts sector. You will also be a skilled administrator, who is highly organised and committed to the delivery of projects and programs as per deadlines.

After hours and weekend work will be required on an ad hoc basis.

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 is a full-time, non-ongoing employment opportunity available within the First Nations Portfolio. The position will be filled using the Affirmative Measure provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to First Nations people.

The filling of this employment opportunity is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have an understanding of the issues relevant to Aboriginal and Torres Strait Islander cultures within the visual arts sector and a commitment to working with and demonstrated experience. You will have the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by a capacity to:

- Understand Aboriginal and Torres Strait Islander peoples and cultures,
- Identify issues affecting Aboriginal and Torres Strait Islander peoples today,
- Communicate respectfully.

You will have a demonstrated knowledge of Aboriginal and Torres Strait Islander visual arts and the operations of the museum and gallery sector is required. Relevant qualifications in Visual Arts, Education or Museum Studies or equivalent professional experience would be desirable.

You will have strong administrative skills and the ability to work both independently and collaboratively in a climate of shifting priorities, with the expertise to manage multiple projects and achieve required outcomes within deadlines. You will have demonstrated capacity to be inclusive with an engaging leadership style, and will be an empathetic collaborator and strong communicator, motivated by uniting communities and developing individuals.

Your effective written and oral communication skills will include the ability to present and positively liaise with a broad range of professionals and the public. You will have demonstrated personal drive and integrity which includes the resilience, self-awareness, and abilities to solve problems while working with a high degree of flexibility. You will have demonstrated experience in arts programming and coordination.

## **WHAT WILL YOU DO?**

In accordance with the APS 6 work level standards, you will:

1. Manage and coordinate the delivery of programs for the Wesfarmers Indigenous Arts Leadership and Fellowship Programs. This includes strategic development, administration, promotion, delivery, feedback and reporting.
2. Mentor and support the successful candidates undertaking the Wesfarmers Indigenous Arts Leadership and Fellowship Program.
3. Work under limited supervision to project manage and work collaboratively as a member of project teams to devise and implement programs that support growth in arts sector leadership for Aboriginal and Torres Strait Islander arts professionals.
4. Work closely with the Aboriginal and Torres Strait Islander staff across curatorial and programs, and other relevant Gallery staff, to research, develop and implement the Wesfarmers Indigenous Arts Leadership and Fellowship Programs' Alumni Program.
5. Work with the Gallery's Sponsorship & Development teams to develop proposals for further support and assist in the administration of the Wesfarmers Indigenous Art Partnership.
6. Work collaboratively with staff from across the National Gallery to manage projects delivered through the Wesfarmers Indigenous Art Partnership.
7. Work closely with the Assistant Director, First Nations to ensure organisational and cultural imperatives are being met.
8. Mentor and support junior Aboriginal and Torres Strait Islander staff within the public programs and education portfolio to ensure cultural imperatives and cultural safety are supported.
9. As required, assist with other associated First Nations initiatives at the Gallery.

## **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. Have **effective stakeholder management skills** to work collaboratively with a diverse range of stakeholders, including artists, curatorial colleagues, galleries, researchers, and the public.
2. Have the ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high-quality client service experience.
3. Have experience in managing your workload to **achieve results**, often working with tight timeframes, and competing priorities.
4. Be able to **act with integrity**, showing judgement and professionalism.
5. Be versatile, flexible, and creative in **aligning your work with the strategic priorities** of the National Gallery.

## 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.

**Affirmative Measures** - This role constitutes an affirmative measure under section 8(1) of the Racial Discrimination ACT 1975 and is only available to Aboriginal and/or Torres Strait Islander people.

## Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- An ACT Working with Vulnerable People Card (or ability to obtain) - essential.
- Relevant qualifications in Visual Arts, Education or Museum Studies or equivalent professional experience would be desirable.
- Mental health awareness training would be desirable.

## 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 Bruce Johnson-McLean, Assistant Director, First Nations Engagement and Head of First Nations Engagement on +61 2 6240 6539 or [Bruce.Johnson-McLean@nga.gov.au](mailto:Bruce.Johnson-McLean@nga.gov.au).