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Position title	Exhibition Designer
National Gallery level	NGA Level 5
Position number	Position No. 8006
Employment type	Ongoing – Fulltime
Department	Creative Studio
Portfolio	Marketing Communications and Visitor Experience
Immediate supervisor	Senior Exhibition Designer
Direct reports	N/A
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**

The National Gallery is seeking an experienced Exhibition Designer to join our dynamic team of Designers within the Creative Studio department. This position reports to the Senior Exhibition Designer and is an ongoing full-time role (following the probation period).

The successful candidate will work with the Senior Exhibition Designer and Head of Creative Studio to develop the creative direction of design at the National Gallery, contributing creative ideas and design strategy towards exhibitions, collection displays, brand initiatives, and capital works projects.

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 Senior Exhibition Designer and is responsible for the creative design at the Gallery. This position of Exhibition Designer is an ongoing fulltime role.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have Tertiary qualifications in Design with minimum 5 years practical experience in the discipline of exhibition/interior/graphic/industrial design, or similar. You will have drafting skills, preferably using VectorWorks, and strong graphic design skills using the Adobe Creative suite.

You are a collaborator who can also work independently. You are results focused with the proven ability to successfully design and deliver exhibitions from concept to completion. You have well-developed oral and written communication skills, with demonstrated ability to liaise effectively and work collaboratively with colleagues across all levels and departments, as well as external stakeholders such as contractors, consultants, and exhibiting artists.

You have the ability to achieve project deadlines, and complete assigned tasks within budget and to the required standards, such as legislative and best practice. You have project management, prioritising, and administrative experience within a dynamic environment such as an art gallery, or similar institution.

You bring a positive attitude, creativity, and operate efficiently and with integrity.

## **WHAT WILL YOU DO?**

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

- Support exceptional visitor experiences by delivering creative design concepts, exhibition layouts and documentation for temporary exhibitions, permanent collection displays and brand initiatives.
- Responsibly manage risk and resources, including working with complex budgets, negotiating for resources, and monitoring expenditure against budget projections. Ensure designs are in accordance with legislative and building ordinances, and that organisational needs such as heritage, property, and operational services are met.
- Implement National Gallery Action Plans to ensure the National Gallery's audience requirements are met, creating accessible, equitable, environmentally sustainable art experiences.
- Undertake various section administrative tasks, including the management of exhibition design furniture, in line with relevant records management policies and procedures.
- Maintain collaborative relationships, supervise and liaise with external contractors, consultants, exhibiting artists, designers and National Gallery colleagues to ensure the Artistic Program and other Exhibition Design requirements are delivered to a high standard. Oversee the production of designs by external stakeholders to ensure provided design specifications, WH&S, legal, and quality standards are met.
- Participate and actively contribute as a member of exhibition project team meetings, providing authoritative and clear design solutions advice.

## 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 ambitious creative vision when planning for exhibitions and displays to elevate art and artists.
- **Be strategically focused** by understanding the National Gallery's objectives and aligning your operational requirements accordingly. You can set work tasks that align with strategic objectives and communicate expected outcomes.
- **Ensure the delivery of projects** 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 and Portfolio (**maximum of 3 pages for your CV and a maximum of 5 pages for your Portfolio, no more than 10MB total file size**) along with a statement (**maximum 2 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.

## Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- minimum 5 years practical experience in the discipline of exhibition/interior/graphic/industrial design, or similar.

## 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 Emma Doy, Senior Exhibition Designer on +61 6240 6724 or [Emma.Doy@nga.gov.au](mailto:Emma.Doy@nga.gov.au).