



Position title	Registration Assistant, Projects
National Gallery level	NGA level 4
Employment type	Non-ongoing – Full-time
Department	Registration
Portfolio	Collections and Exhibitions
Immediate supervisor	Assistant Registrar
Direct reports	N/A
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

This position works to facilitate the coordination of scheduling, workflow and related administration for moving, packing and storing works of art that are to be prepared for travel and long-term loan to regional and outer metropolitan cultural institutions as part of the Sharing the national collection project. A sound knowledge and judgement about safe & appropriate manual handling skills is required for scheduling and resourcing moving works of art and the operational steps involved to support the successful completion of the project.

Sharing the national collection is a landmark initiative for the National Gallery. It represents an elevation of one of the country's leading art institution brands and a significant expansion of the reach of visual art across regional, remote and suburban Australia. Being part of this project team is a significant opportunity to engage with cultural institution partners across the country and be a part of a noteworthy chapter in the art history of the nation.

A very good level of organisational skill is required including the ability to organise others for the completion of the allocated tasks of workflows within known guidelines and collection processes. Knowledge and experience in using and interrogating a Collection Management System (EMu) for the provision of reports and data input and to assist with planning and required for workflow management is required. Experience in the use of other electronic tools for project administration such as Excel, Word, SharePoint is expected. Liaison across a variety of stakeholders is essential to build rapport for the project and to capture the operational complexity as much as possible for successful project completion.

OUR IDEAL CANDIDATE

Our ideal candidate should have experience in the safe handling and movement of works of art. They will have a demonstrated understanding of the use of a Collection Management System (CMS) and a strong attention to detail. They will have demonstrated experience of working in teams and of working in a fast paced and changing work environment.

Your highly developed written and oral communication skills and strong interpersonal and liaison skills will enable you to communicate well on a professional level with stakeholders at all levels.

Your great organisational skills and the ability to work effectively within a small team environment will assist the National Gallery to achieve the required outcomes for this component of the Sharing the national collection.

You will have demonstrated experience in the administration and physical requirements involved in the handling and movement and packing of a wide range of works of art and other Gallery assets, which includes correct manual handling techniques and procedures along with physical capability commensurate with the duties of this position.

You have demonstrated computerised collection management skills, preferably in EMu, and an understanding of their application to registration procedures and be able to use this experience to assist with programming of staff, resources and materials required for the project.

WHAT WILL YOU DO

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

1. Coordinate the workflow schedule for the handling, packing and movement of works of art in order to meet the demands of the Sharing the national collection project and, helping to assess the resourcing required for this project and within the wider context of other Gallery activity.
2. Provide administrative support to the Assistant Registrar and Project Team for reporting, documentation in EMu and scheduling of staff and resources.
3. Liaise with the Project Team, Registration, Conservation and Exhibitions sections on the movement and packing of art to ensure agreed protocols and procedures are undertaken in agreed timeframes.
4. Work within the larger art handling team to support the movement of art as required, taking a proactive approach to anticipate scheduling issues.

WHO WE ARE LOOKING FOR

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

1. **Supports shared purpose and direction** by understanding and supporting the Gallery's vision, mission and corporate plan.
2. **Nurture internal and external relationships** by building and sustaining positive relationships with team members and stakeholders. Actively participates in teamwork and activities
3. **Respond to change positively** by establishing task plans to deliver objectives. Respond in a positive and flexible manner to change.

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

To be eligible for this role you **must**

- Australian Citizenship
- Satisfy a police check.

Contact

Further information about the position may be obtained by contacting Jennifer Barrett on +61 2 6240 6417 or jennifer.barrett@nga.gov.au.

The Recruitment Advisor may also be contacted on +61 2 6240 6495 or recruitment@nga.gov.au.