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Position title	Registration Officer
National Gallery level	NGA Level 3
Position number	Position No. 7202
Employment type	Ongoing – Full-time
Department	Registration
Portfolio	Collections and Exhibitions
Immediate supervisor	Senior Registration Officer, Acquisitions
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 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 role will see you as part of a small team engaged in providing assistance in the art storage and preventive maintenance of the collection by undertaking the handling, transport, storage, packing, location control and documentation of the National Gallery's art collection with a focus on accession marking and documentation of the National Gallery's collection and outward loans.

Our successful candidate will have a level of physical fitness required to handle and move a wide range of works of art which includes correct manual handling techniques and procedures. They will have neat handwriting and graphic skills, including the use of pens and fine brushes, and the ability to undertake or be trained in sewing using fine stitching.

This is a full-time, ongoing employment opportunity available within the Registration Department within the Exhibitions and Collection Portfolio.

## **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 Collections Management System (CMS) and a strong attention to detail.

You will have demonstrated experience of working in teams and working in a fast paced and ever-changing work environment.

You will have demonstrated experience in the administration and physical requirements involved in the handling, moving 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 will have experience in physically accession marking a wide range of works of art, with neat handwriting, and an understanding of different techniques required for different media.

You have demonstrated computerised collection management skills, preferably in EMu, and an understanding of their application to registration procedures. You have effective communication and interpersonal skills including the ability to show initiative and exercise sound judgement.

Your great organisational skills and the ability to work effectively within a small team environment will assist the National Gallery to achieve its corporate plan.

## **WHAT WILL YOU DO?**

In accordance with the APS 3 work level standards, you will:

1. Accession mark works of art within the National Gallery's collection to expected industry standards, with neat handwriting and graphic skills, including the use of pens and fine brushes, and the ability to undertake or be trained in sewing using fine stitching.
2. Assist in handling a variety of works of art within the art storage areas and undertake storage activities associated with the National Gallery's collection, both in-house and off-site, including undertaking the movement of artworks and assets and preparing artworks and assets for transport
3. Update art movement information on the Collections Management System (CMS) and ensure all locations are accurate and updated in a timely manner
4. Assist in the preventive maintenance of the National Gallery's collection by undertaking improved packing/repacking programs for works of art in storage in accordance with accepted Gallery practice
5. In accordance with the National Gallery's collections policy, provide assistance to the annual stocktake of the collection.
6. Contribute to Registration projects.

## 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. **Support productive working relationships** by working collaboratively across the Gallery when working with teams across the National Gallery and collaborating with internal and external stakeholders.
2. Have the ability to **communicate clearly**, including listening actively and clearly articulating your message in oral and written forms when communicating with stakeholders across the Gallery.
3. Have the ability to take responsibility to manage your work projects in order to **achieve results** within your team and more broadly across the Gallery.
4. **Act with integrity**, showing judgement and professionalism in all that you do when working at the Gallery.
5. Have sound judgement and flexibility in order to **support the strategic priorities** of the work area and more broadly across the 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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## Qualifications, Certifications and Registration

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:

- Current Driver's Licence
- Forklift licence or the ability to obtain a licence
- Elevated work platform licences or the ability to obtain licence
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.

## Work, Health & Safety Obligations

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

**Contact**

Further information about the position may be obtained by contacting Georgia Cunningham on +61 2 6240 6776 or [Georgia.cunningham@nga.gov.au](mailto:Georgia.cunningham@nga.gov.au).