



Position title	Library Assistant (filer/shelver)
National Gallery level	NGA Level 1
Position number	Position No. 9015
Employment type	Non-ongoing – Casual
Department	Research Library and Archives
Portfolio	Learning and Digital
Immediate supervisor	Archivist
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check A current driver's licence

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, 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

The National Gallery of Australia's Research Library & Archives is a specialist library that is responsible for providing appropriate services to meet the research needs of the National Gallery's professional staff, volunteers, visiting researchers and the public.

The role of Library Assistant (filer/shelver) will be to work collaboratively within the Research Library & Archives team to contribute effective and efficient library and archives services. In this position you will work in a small team to help deliver innovative, effective and efficient library and archives services.

You will have the opportunity to undertake, and be trained in, a variety of tasks including basic collection management for ephemera and auction catalogue collections, and Library of Congress Classification for shelving.

In this role you may also assist with general administration, collection maintenance, filing and shelving which may require moving boxes of materials and moving heavy books.

As part of this role the Library Assistant (filer/shelver) may be required to work at either Parkes or our storage facility at Hume.

This position reports to the Archivist and is responsible for basic collection maintenance including filing, documenting, processing and shelving library, archives and special collection materials. This position of Library Assistant is a non-ongoing casual role with the Research Library and Archives team.

OUR IDEAL CANDIDATE

Our ideal candidate has an interest in both libraries and visual arts and has an aspiration to learn and contribute to delivering excellent customer service within a Library or Archival Cultural institution. We are looking to fill this vacancy with someone who has an interest in these fields on a casual basis.

You will have in-depth oral and written communication skills and a desire to develop collection maintenance and collection management skills within a Library context.

Candidates who have completed or are currently studying or enrolled in visual arts, library or archival fields are highly desirable. Having prior knowledge of art history, visual arts and/or library studies will also be to your advantage.

Having familiarity with Microsoft Office suite of products including Word, Excel, Outlook and the ability to use online library specific databases and management systems such as Ex Libris' ALMA and PRIMO VE will also be highly desirable.

To be successful in this role, you will have the capacity to undertake the physical demands of lifting and moving material under WH&S guidelines. You will also have demonstrated the ability to work independently with minimum supervision.

You will also be able to demonstrate your attention to detail and are capable of working in a team with changing priorities.

WHAT WILL YOU DO?

In accordance with the APS 1 work level standards, you will:

1. Shelf and file monographs, ephemera, auction catalogues, serials and special collections materials in the Research Library and our off-site store, maintaining good alpha-numerical order
2. Create basic catalogue records from templates and other documentation for Art and Artist ephemera files and auction catalogues
3. Assist in housing Art and Artist ephemera files for preservation and documentation purposes maintaining them in good order
4. Assist with archives, bibliographic services and scanning of material
5. Assist with off-site retrieval service

6. Assist and support in maintaining the collection in good order, which includes shelf tidying and arrangement by Library of Congress Classification.
7. Assisting with other projects as needed.

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. **Show judgement, intelligence and common sense**, relevant to your work and operational responsibilities. You will participate in discussions around issues and refer problems to supervisor
2. **Identify and use the gallery's resources wisely** when monitoring your work's progression against your performance expectations. You will also alert your supervisor early if your work is behind schedule
3. **Listen to, understand and recognise the needs of others** by actively listening to your work colleagues and stakeholders. You can share information and contribute to the team discussions, while also working closely with colleagues to achieve outcomes focused results and operate as an effective team member
4. **Communicate clearly** in a consistent manner when communicating messages. You will focus on key points and uses appropriate language including structuring your written and oral communication, so it is easy to understand and follow.

HOW TO APPLY

You should provide a tailored CV (**maximum of two 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.

Qualifications, Certifications and Registrations

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:

- a current driver's licence.

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 Elizabeth Little, Manager Research Library & Archives on +61 2 6240 6465 or elizabeth.little@nga.gov.au or Simon Underschultz, Archivist on +61 2 6420 6493 or simon.underschultz@nga.gov.au.