



Position title	Collection Study Room Coordinator
National Gallery level	NGA level 4
Position number	Position No. 6002
Employment type	Ongoing – Full-time
Department	Registration
Portfolio	Exhibitions and Collections
Immediate supervisor	Senior Registration Officer
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Current Driver's licence Forklift and/or Elevated Platform Licence (ability to obtain)

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 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, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

This position reports to the Senior Registration Officer and works to facilitate access to the collection that is not on display or on loan. The position coordinates and schedules viewings of works of art for Gallery employees and members of the public. The Collection Study Room Coordinator role will also assist within the collection storage team when moving works of art.

This is an ongoing full-time employment opportunity within the Gallery's Registration Department that falls under our Exhibitions and Collection Portfolio.

OUR IDEAL CANDIDATE

Our ideal candidate will have experience in the safe handling and movement of works of art, which includes a level of physical fitness. You will have a demonstrated understanding of the use of a Collections Management System (CMS), preferably EMu, and an understanding of their application to Registration procedures.

You will have demonstrated experience in the administration and physical requirements involved in the handling, 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.

Your highly developed written and oral communication skills and strong interpersonal and liaison skills will enable you to communicate well on a professional level about the collection to all stakeholders including members of the public. You will also have a high level of attention to detail.

You will have outstanding organisational skills and the ability to work effectively within any team, large or small to assist the Gallery in achieving its goals while working in a fast paced and ever-changing work environment.

WHAT WILL YOU DO

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

1. Coordinate bookings for the use of the Collection Study Room to allow access for the public and employees to view works of art in the national collection which are not on public display or on loan in accordance with agreed access procedures
2. Supervise visitors in the collection study room and correctly handle works of art for the viewing benefit of visitors and the safety of the collection
3. Liaise with Exhibitions, Conservation and Curatorial departments on the movement of art for viewing in the Collection Study Room, following agreed procedures for viewing works of art
4. Work within the larger art handling team to retrieve works for viewings and assist with other Registration projects. including art handling and stocktake
5. Maintain the Collection Study Room and ensure it is in a neat, clean and organised manner to maintain a high standard of Work, Health and Safety to ensuring a safe working and studying environment for all users
6. Report statistics of the visitation numbers and quantity of works of art viewed

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 with teams across the National Gallery and external stakeholders
2. Have the ability to **communicate clearly**, including listening actively and clearly articulating your message in oral and written forms and exercising strong interpersonal skills as part of that communication
3. Have the ability to take responsibility for managing your own work projects in order to **achieve results**

4. **Act with integrity**, showing judgement and professionalism in all that you do
5. Have sound judgement and flexibility in order to **support the strategic priorities** of the work area.

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

- Australian Citizenship
- Police check
- Current Driver's licence
- Forklift and/or Elevated Platform Licence (ability to obtain)
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.

Contact

Further information about the position may be obtained by contacting Georgia Cunningham, Associate Registrar, Documentation and Storage on + 61 2 6240 6776 or Georgia.cunningham@nga.gov.au.

The Recruitment Officer may also be contacted on +61 2 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.