

POSITION SUMMARY

GALLERY ADMINISTRATOR (083)

Directorate	Cultural & Community Services
Section	Art Gallery
Classification	Band 1, Level 4, Grade 4
Position Status	Permanent part time - 28hrs
Commencing Salary Range	\$770.24 - \$809.23
Reports to	Art Gallery Director
Direct Reports	Nil
Work Location	Bathurst Regional Art Gallery

Position Purpose

This position is responsible for supporting the administrative operations of the Gallery, including overseeing retail operations in the Gallery Shop.

Key Responsibilities

- Office administration
- Gallery shop operations and customer service
- Supervision of front of house and casual staff and volunteers including rostering

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Previous experience in office administration with the ability to multitask and work with competing deadlines.
- Previous experience in retail operations including stock management, POS systems, and visual merchandising.
- Demonstrated experience providing high level customer service to a diverse range of audiences and stakeholders using excellent written and spoken communication skills.
- Proven ability to work collaboratively as part of a small team, including capacity to supervise volunteers and casual staff
- Demonstrated knowledge and competency in the use of IT systems and software such as the Microsoft suite and Adobe creative software suite.
- Current Driver's License
- Current Responsible Service of Alcohol Certificate
- Current First Aid Certificate

Desirable

- Experience working in an arts or cultural organisation
- Understanding of local government practices
- Experience in organising events
- Practical understanding of Workplace Health and Safety practices and procedures

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 28 hour week
- Hours of work are 9.30am to 5.15pm Tuesday to Friday
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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