

Position Description

Exhibitions and Collection Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: May 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 7 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	42

Organisational relationships

Directorate:	Environment, Planning and Community
Section/Unit:	Regional Gallery
Team:	Grafton Regional Gallery
Work base:	Grafton Regional Gallery, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Regional Gallery Director
Level of support and supervision:	Medium
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Indirect supervision of casual exhibition assistants & volunteers
Internal contacts:	All staff within Council
External contacts:	High level with the arts and museum industry, public and Clarence Valley Council staff

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent bending

Occasional driving between job sites

Manual handling (including heavy lifting with assistance) and general duties

Occasional prolonged periods of standing

Frequent use of computer keyboard

Use of hand held power tools, i.e. drill

Purpose of the position

Coordinate the movement of artwork to and from the Gallery as well as care of artwork while on display in the Gallery, including registration of the Collection, the coordination of incoming and outgoing exhibitions, installation of exhibitions and artwork packaging to museums standards.

Assist in building maintenance requirements in association with the display and environmental security to ensure safety of artwork and museum best practice.

Work with the Gallery Director and other gallery staff to ensure the gallery is a safe, welcoming, and informative place for the visitor and that the gallery team works cohesively to produce a quality service

Major duties and responsibilities

Coordinate and administer incoming and outgoing exhibitions, both in-house curated and touring.

Take responsibility for the care of the gallery collection according to museum standards and procedures, including acquisitioning, condition reporting and registration of artwork as set out in the Gallery's Collection Policy.

Contribute to the development of the Gallery collection in coordination with the Gallery Director as per the Clarence Valley Council Collection Policy.

Monitor and report on the Gallery's environment, security and building to ensure museum standards are maintained.

Coordinate exhibition installation and delivery and receipt of artworks.

Assist with the production of artwork packaging and exhibition display items, including minor fabrication of crates and exhibition furniture.

Coordinate the entry and maintenance of the collection management system

Assist in the coordination in the production of Gallery exhibition related material. catalogues, introductory texts, floor sheets and labels

Coordinate the delivery of the daily aspects of the exhibition program,

Assist with the set up and delivery of public programs as required.

Assist with general Gallery operational duties including customer service, setting up for functions and programs

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in Museum Studies or Arts Administration or equivalent relevant industry experience in a gallery or museum

Knowledge of contemporary Australian visual arts or museum practice

Licences/tickets, clearances, membership

Current Drivers Licence

Current Child Protection (Working With Children) Check Number or APP Number

Does not have a criminal history that will adversely affect ability to perform the inherent requirements of the position; preferred applicant(s) will be required to undergo a National Criminal History Check

Experience

Proven experience and knowledge of gallery and museum practice, collection administration and documentation

Demonstrated experience in artwork handling, packaging and installation

Proven experience in the coordination of a team of staff or volunteers

Position related skills

Well developed computer literacy including basic proficiency in Microsoft Word , Excel and experience with collection management software (Vernon)

Well developed communication skills (written, verbal and interpersonal)

Work qualities

Demonstrated well developed customer service skills and ability to work as a part of a team

Well-developed planning and time-management skills

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Proven experience of working in a public gallery or museum

Licences/tickets, clearances, membership

Responsible Service of Alcohol certificate

Other features of this position may include

A requirement to work on special public programs as needed, including work outside normal working hours.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee
