



Preparator

POSITION PROFILE

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| Division | Shire Services | Status | Casual |
| Unit | Hazelhurst Arts Centre | Salary Grade | Grade 6 |
| Reports to | Curator Exhibition Program Coordinator | Reviewed | July 2018 |

STRATEGIC INTENT

Hazelhurst Arts Centre is a vibrant and leading creative centre for southern Sydney and a valued community hub that actively and meaningfully engages people with art and artists.

As part of the Arts & Culture business unit, this position plays an important part in the intention to:

- Grow a culturally rich and vibrant community.
- Develop and present a diverse, dynamic and inspiring arts and culture plan and program to nurture and grow community engagement and participation in the arts.
- Actively grow the contribution towards the local economy via artistic and cultural tourism.

POSITION PURPOSE

The Exhibition Preparator will be responsible for providing professional and best practice artwork handling, exhibition preparation and presentation for the diverse and high calibre range of exhibitions at Hazelhurst Arts Centre and key venues including:

- Receipt and handling of artworks, many of very high value and fragility.
- Preparation of gallery spaces, repairing, painting, moving walls and furniture, setting lighting and sound.
- Installation and de-installation of artworks for a diverse range of exhibitions.
- Provide creative solutions and advice as required to achieve outcomes.
- Liaising with artists, curators and institutions.

POSITION OUTCOMES AND ACCOUNTABILITIES

| OUTCOME TO BE DELIVERED | PERFORMANCE STANDARD |
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| <ul style="list-style-type: none">• Install exhibitions for a range of spaces and clients to best practice museum and gallery standards. | <ul style="list-style-type: none">• Handling of artworks including the installation, de-installation, packing/crating and storage of artworks to museum standards.• Basic condition checking on artworks on receipt and return.• Fixing and maintaining gallery walls including filling, sanding and painting.• Building/constructing basic fixtures and structures for exhibits. |

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| | <ul style="list-style-type: none"> • Lifting and manoeuvring technical and display equipment. • Installation of lighting and audio visual equipment. • High attention to professional presentation and detail. |
| <ul style="list-style-type: none"> • Provides technical expertise and advice to the Curator, guest curators and artists in the execution of installations. | <ul style="list-style-type: none"> • Clearly and effectively communicating with a wide range of clients, customers and staff. • Following curatorial and technical directives from Hazelhurst staff. • Assist artists with the installation of new works. • Ability to apply creative methods to solve installation problems. • Ability to utilise technical skills in the provision of installation solutions and creation of exhibition furniture. |
| <ul style="list-style-type: none"> • Work as a cooperative team member to ensure the Curatorial team's objectives are met. | <ul style="list-style-type: none"> • Ability to work on multiple tasks simultaneously to meet deadlines. • Ability to work well both as part of a team and under own direction. • Ability to maintain confidentiality. • Participate in training programs including safe manual handling, condition reporting, and handling of artworks. • Promote Council as an efficient and helpful organisation to the public. |
| <ul style="list-style-type: none"> • Assist with the general maintenance, cleanliness and organisation of equipment and workshop, storage and public areas. | <ul style="list-style-type: none"> • Maintaining and organising the art storage and workshop areas as well as maintaining and storing tools and equipment. • Provide general event assistance for other Hazelhurst programs and special events. • Maintain record keeping and safe use of equipment and tools. |

SELECTION CRITERIA / SUCCESS PROFILE

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| Qualifications, Certificates or Licences | Essential | <ul style="list-style-type: none"> • Recognised qualifications in exhibition installation and/or at least 2 years comparable industry experience. • Current Class "C" Driver's licence. |
| Experience or skills | Essential | <ul style="list-style-type: none"> • Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity. • Good knowledge of the visual arts. • Demonstrated technical experience in an arts organisation and working within a team to install exhibitions for a range of spaces and clients to museum and gallery standards. Including hanging artwork and painting exhibition walls and fixtures. • Demonstrated knowledge of safe and professional artwork handling and conservation issues. Experience in the packing and storage of artworks. |

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| | | <ul style="list-style-type: none"> • Self-motivated and proven experience of time management skills for high-pressure and competing deadlines and the ability to effectively prioritise work and meet production and organisational deadlines. • Interpersonal skills including respect for staff ability to work within a team, empathy with artists, ability to communicate with a diverse range of clients and ability to support their needs. • Knowledge of technical requirements, installation systems and presentation of artworks for exhibitions and events. • Confident power tool experience. • Proficiency in basic computing including Microsoft Office. • Good level of physical fitness including ability to work at heights, lift heavy objects and stand for long periods of time. • Effective communication skills. |
| | Desirable | <ul style="list-style-type: none"> • Professional carpentry and /or electrical skills. • Knowledge and understanding of the theory of lighting and audio-visual concepts. • Proficiency in design and video editing software. • Ability to use electric pallet forklift. |

CORE CAPABILITIES

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| Attributes | <ul style="list-style-type: none"> ▪ Communication skills: good verbal skills, able to articulate complex and technical matters in simple terms. ▪ Trustworthy, self motivated, showing initiative coupled with a strong work ethic. ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them. ▪ People skills: good level of interpersonal and customer service skills, dealing with a variety of people at all levels and with sensitive matters. |
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OUR VALUES

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| Behaviours | <ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one. ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day. |
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- **Respect**– be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others.
- **Evolve** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.

CORPORATE OBLIGATIONS

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| Employees | No direct reports. Unit structure attached. |
| Delegations | Authority to operate within the Delegations attached to the position. |
| Risk Management | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| Financial Management | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters. |
| Workplace Health and Safety | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| Code of Conduct | All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it. |
| Workplace Behaviour & EEO | All activities must comply with Council's Workplace Behaviour Guidelines. |
| Records Management | Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction. |
| Continuous Improvement | Identify obsolete and inefficient practices and recommend changes where appropriate. |
| Customer Focus | Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery. |
| Procurement | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement. |

SPECIFIC CONDITIONS OF EMPLOYMENT

Exhibitions are often installed within a 5 day period every 8 weeks. Work hours are generally 9am to 5pm, Monday to Friday, however, exhibition preparators may be required to work outside of the standard hours, and on weekends for specific events and projects and to meet project deadlines.