

Position Description

Technical Officer - Exhibitions & Collections – Art Gallery



Position Title:	Technical Officer - Exhibitions & Collections – Art Gallery	Position Number:	3120
Division:	Community and Natural Resources	Job Grade:	JG 4
Unit:	Community and Cultural Services	Award base:	Monthly hours (84 to 126)
Unit Leader:	Manager Community and Cultural Services	Reports to:	Curator - Margaret Olley Art Centre & Collections Manager
Supervises:	Operational supervision of labour hire support staff		
Date Created /Revised:	New position-created March 2016 August 2016 – Updated the values statement, the personal attributes and removed the incumbent/s.		

Primary Objective

- Provide technical and physical assistance for the installation and de-installation of exhibitions across all media, including the establishment of appropriate lighting and photography.
- Undertake the movement, documentation, display and storage of the Gallery's collection and art work loans, including condition reporting in relation to current gallery sector practices.

Values Statement

What we value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go. We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

COMMUNITY AND NATURAL RESOURCES DIVISION

The Community and Natural Resources Division is responsible for the Management of Waste, Natural Resources, Recreation Services, Community and Cultural Programs and Holiday Parks throughout the Shire.

Community and Cultural Services Unit:

The Community and Cultural Services Unit is one of four areas within the Community and Natural Resources Division and is responsible for the delivery of Council's program in relation to Community and Cultural services including the Tweed Regional Gallery and Margaret Olley Art Centre, Tweed Regional Museum, Tweed Richmond Regional Library Service, Halls, Community Centres and auditoria, Families and Youth and Disability and Aged Care Sectors, Aboriginal programs and Community Services.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position, reports to the Curator Margaret Olley Art Centre and Collections Officer, but will also take operational direction from the Curator Exhibitions based on where the exhibition is housed with the Gallery.

The position is responsible for supporting the delivery of high quality exhibitions, collection and program service. These responsibilities include the installation, de-installation, appropriate displaying and documentation of the exhibitions across all components of the Tweed Regional Gallery's operations, including the Margaret Olley Art Centre and Artist in Residence program.

The position is assisted as required through the utilisation of casual staff and is responsible for the operational supervision and technical development of these staff.

This position works a variable roster based on operational need of between 84 and 126 hours per four week cycle. As such although not a full time position the incumbent would need to be available to work a roster including Mondays to Fridays.



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The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Exhibition Installation / de-installation	<ul style="list-style-type: none"> • Manage the logistics and prepare works of art for exhibition. • Work with the relevant curator to ensure the efficient installation and de-installation of exhibitions, and with regard to the application of WHS principles. • Ensure exhibition installations comply with any documented display conditions. • Provide technical advice and assistance in relation to installation/de-installation issues. • Lead and develop the work capacity of Council's casual installation staff. • Prepare and maintain gallery spaces to exhibition standard. • Construct and/or source required equipment for the exhibition, public and education programs. • Assist other Council tradespersons, contractors and maintenance staff as directed. • Develop installation solutions as needed. • Ensure adherence to established exhibition standards. • Maintain up to date knowledge and expertise in relation to required technical skills and expertise. • Undertake condition reporting as required. • Design and implement professional lighting to meet exhibition requirements. • Photograph and document exhibitions in accordance with contractual obligations.
2. Collection Management	<ul style="list-style-type: none"> • Prepare incoming and outgoing loans of artworks. • Work with curator in effectively and professionally organising the Collection Store areas. • Undertake professional photography and documentation of art works. • Undertake detailed condition reporting. • Input data into Collection Management System to record artwork acquisition details, locations and loan details. • Organise effective utilisation of back of house storage areas. • Liaise with framers. • Mount works. • Construct and/or source required equipment for the Artist in Residence program.

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3. Communication	<ul style="list-style-type: none">• Frame and de-frame works in stock frames.• Develop and maintain an excellent working relationship within the Art Gallery team and across the organisation to ensure there is a high level of integration and teamwork.• Respond to telephone and general email enquiries regarding the Gallery's operation.• Perform other duties as required (administration, maintenance etc).
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As a member of the Community and Cultural Services Unit the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

[http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS Responsibility, Authority and Accountability 2.3.pdf](http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHS%20Responsibility,%20Authority%20and%20Accountability%202.3.pdf)

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X

Organisational and External Relationships:

Organisational relationships

- Art Gallery staff



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- Staff from across the organisation

External Relationships

- Visiting professional staff from national and regional institutions in relation to touring exhibitions
- Exhibiting artists
- Volunteers; Committee and members of the Friends of Tweed Regional Gallery & Margaret Olley Art Centre Inc.
- Board Directors and members of the Tweed Regional Gallery Foundation Ltd.

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.



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Required Personal Attributes, Knowledge and Competence Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Certification in Museum Studies, Visual/Fine Arts or relevant trade qualification
2. Extensive demonstrated experience in the installation and de-installation of exhibitions in a gallery environment.
3. Demonstrated experience with the utilisation of a broad range of specialist exhibition equipment and display methodologies.
4. Demonstrated ability to professionally light exhibitions and to work with LED lighting systems.
5. Demonstrated ability in artwork handling, exhibition packing, unpacking and condition reporting.
6. Demonstrated experience in the photographic documentation of art works and photographing exhibitions to comply with contractual obligations.
7. Demonstrated experience in the area of Collection Management including data entry in CMS software, mounting of works and framing.
8. Demonstrated ability to work in a small multi-disciplinary team.
9. Demonstrated ability to work with limited supervision and direct the activities of others.
10. Physical capacity to perform the duties of the position.
11. Demonstrated understanding of and application of Work Health and Safety principles and practices.
12. Current Class C Drivers' Licence.

Desirable:

13. Demonstrated experience in the supervision of a Gallery installation crew.
14. Sound knowledge of collection management principles including cataloguing, conservation and storage.
15. Experience in a local government environment.
16. First Aid experience.



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