



Position title	Assistant Registrar
National Gallery level	NGA Level 6
Position number	7215 and 7217
Employment type	Full-time, fixed-term contracts, with the possibility of ongoing conversion
Portfolio	Collection Management and Art Services
Department	Registration
Immediate supervisor	Associate Registrar
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Tertiary qualifications in Visual Arts, Art History and/or Museum Studies or relevant experience is essential

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The National 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 be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

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, including working from home, 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 encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLES

Assistant Registrars at the National Gallery of Australia are responsible for coordinating, preparing, and processing complex documentation associated with inward, outward, and long-term domestic or international loans. While both roles share identical classification benchmarks, they drive distinct areas of the department's portfolio; Position 7215 focuses on coordinating core operational inward and outward loans, major exhibitions, and standard collection logistics, whereas Position 7217 provides dedicated project management, outward loan administration, and partner-venue logistics for the high-profile Sharing the National Collection (STNC) initiative.

Across both streams, these positions ensure strict compliance with contractual, transport, legal, and security requirements, while establishing appropriate insurance coverage, packing, crating, courier arrangements, and other special conditions of loan. To achieve this, the positions require active liaison with borrowers, lenders, shipping agents, art services, conservators, and curatorial teams to successfully schedule and allocate resources for specific projects.

Furthermore, these roles require the capacity to lead multi-disciplinary project teams, track complex workflows, manage budgets, and report progress directly to the Associate Registrar. For Position 7217, this includes generating innovative solutions to enable wide, seamless participation in the landmark STNC initiative across regional, remote, and suburban institutions.

To be successful in this environment, the ideal candidates will possess proven experience in project delivery and complex negotiations, often executed under tight deadlines, alongside demonstrated knowledge and experience in museum registration operating practices, administrative systems, and contractual loan conditions.

OUR IDEAL CANDIDATE

The successful candidates will bring high-level knowledge of contemporary art museum registration practices, including loan management, art storage requirements, documentation, and the safe handling, packing, and conservation needs of artworks. This technical background is coupled with a strong command of museum operating systems, specifically including a proven track record with computerised collections management software. A meticulous approach to asset tracking and an understanding of the critical importance of data integrity are essential to maintaining the high standards expected across the department.

A proven capacity to coordinate multiple complex projects simultaneously under tight deadlines is a defining requirement for these positions. We are seeking solution-focused, flexible professionals who can seamlessly manage comprehensive administrative responsibilities, track intricate workflows, and adapt quickly within a cooperative environment of shifting priorities. Your strong organisational skills will enable you to manage budgets, project tracking, and logistics to consistently deliver successful outcomes on time and within scope.

Strong interpersonal and communication skills are vital, as these roles collaborate across all levels of the Gallery and represent the institution externally. Your ability to build productive relationships with diverse stakeholders will ensure seamless coordination with borrowers, lenders, international shipping agents, and internal specialist teams. Backed by an empathetic and collaborative leadership style, you will effectively guide multi-disciplinary project teams and negotiate persuasively to resolve complex logistical challenges creatively.

KEY DUTIES OF THE POSITION

In accordance with the APS 6 work level standards and working to the Associate Registrar, Loans and Exhibitions, you will:

- Coordinate and prepare documentation associated with the movement of inward and outward loans from/to the Gallery. Ensure compliance with contractual, transport, security and legal requirements. Establish appropriate insurance coverage, packing, crating, courier arrangements and other special conditions of loan.
- In accordance with the Gallery's policies and procedures, the successful candidates will coordinate loan requests to ensure they are delivered on time and within budget. This requires active liaison with borrowers, shipping agents, and key internal stakeholders, including Art Services, the STNC project team, Design and Exhibitions, Curatorial, and Conservation, to seamlessly manage the

scheduling and allocation of resources for specific loans. Additionally, the roles are responsible for identifying all associated costs, completing required procurement, conducting comprehensive risk and loan assessments, drafting formal briefs, determining packing requirements, and coordinating and overseeing complex invoicing arrangements.

- Lead multidisciplinary teams, liaising with internal and external stakeholders to develop deadlines and monitor and report on progress.
- Provide planning advice and cost estimates for the effective implementation of inward and outward loan activities. Prepare and monitor workflows and budgets as well as reporting on their status.
- Generate innovative solutions to enable wide participation in domestic and international lending programs as well as strategic collection-sharing initiatives, facilitating seamless access to the national collection for a diverse range of regional, remote, suburban, and international institutions.

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. **Align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to lending programs, exhibitions and displays.
2. Manage your workload to **achieve results** in the development and management of loan projects. Respond in a positive and flexible manner to change and uncertainty, maintaining sight of the end goal. Monitor project progress and adjust plans as required, commit to achieving quality outcomes, and ensure documentation procedures are maintained.
3. **Communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and build strong relationships within your team, with your colleagues and with external stakeholders.
4. Present a versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of internal and external stakeholders. Always seek to understand the audience and tailor your communication style and message accordingly.
5. **Act with integrity** at all times, showing judgement and professionalism in all that you do.

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- Tertiary qualifications in Visual Arts, Art History and/or Museum Studies or relevant experience

WORK, HEALTH & SAFETY OBLIGATIONS

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.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

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 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 information above. 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.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Jane Marsden on +61 2 6240 6435 or jane.marsden@nga.gov.au.