



Position title	Assistant Curator, Australian Art
National Gallery level	NGA Level 5
Position number	4403
Employment type	Non-ongoing – Full-time (18 months)
Department	Australian Art
Portfolio	Artistic Program
Immediate supervisor	Head Curator, Australian Art
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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 National 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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The curatorial team operates within a vibrant and rewarding environment stewarding and developing the National Gallery's relationships with art and artists.

The National Gallery's collection of Australian Art is one of the most significant in Australia. The primary focus of the Assistant Curator, Australian Art role is to assist the Head of Australian Art and Senior Curator, Australian Art in the preparation of acquisition projects, exhibitions and publications related to collection and wider artistic program. This includes assisting in developing interpretation material for display on site, online and on tour.

Additionally, the role will:

- Bring specialist expertise to the department
- Coordinate and assist in the development of exhibitions and other projects, including publications
- Build and manage relationships with internal and external stakeholders, often involving complex matters
- Perform administrative tasks that enable the effective operation of the curatorial team
- Represent the department and the National Gallery internally and externally

The Assistant Curator, Australian Art works collaboratively with peers, colleagues and through national and international networks to foster and grow the value of and reputation of the collection.

This position requires someone who has curatorial experience. It involves a substantial level of cataloguing and documentation, primary and secondary research, the ability to meet agreed operational and strategic targets and to establish and maintain strong and meaningful, internal and external relationships.

This position of Assistant Curator, in Australian Art is a non-ongoing full-time role with the Australian Art team.

SKILLS AND CAPABILITIES – OUR IDEAL CANDIDATE

Our ideal candidate will have qualifications in and demonstrated knowledge of art history, with experience developing curatorial projects and working with collections in an art museum context.

You will have strong written and oral communication skills, including experience in the preparation of written material for a range of audiences, with a demonstrated ability to investigate, interpret and evaluate information.

You will have a demonstrated ability with well-developed organisational and administrative skills, including experience with collection management systems (such as KE EMu), and operating the MS Office suite of products.

Your interpersonal skills and experience working with sensitivity and discretion will be to your advantage.

Your experience undertaking primary research and a record of publication on art, with demonstrated expertise in Australian art, will also be to your advantage.

To be successful in this role you will have experience in developing and monitoring workflows, including setting priorities, meeting deadlines and working under pressure with limited supervision in a team environment.

You will need to demonstrate your initiative and ability to work flexibly, with the ability to promote and apply the principles of workplace diversity and participative management practices across our cultural environment.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will:

Leadership Functions

- Reflect and foster a culture that promotes the National Gallery's values, equity and positive diversity outcomes
- Contribute to decision-making and planning for the department
- Contribute to a culture of innovation to help drive organisational improvement

- Contribute to the day-to-day activities of the team
- Manage scheduling, prioritisation, coordination and allocation of work to self
- Collaborate, participate and contribute to the team's work plans.

Business Functions

- Provide advice; coordinate and assume responsibility for projects and workflows
- Support the implementation of programs, policy, legislation, systems and/or processes, and initiate the development of new systems, procedures, policies and/or practices related to the department's work, as required
- Manage workflows to balance competing priorities to meet required outcomes
- Maintain strong internal and external relationships with our sector and community
- Exemplify a healthy and safe working environment, including contributing to a culturally safe working environment, modelling and promoting ethical behaviour and practices, professionalism and integrity
- Provide input to operational business planning
- Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct.

Specialist Functions

- Use the collection management system (KE EMu) to create and update catalogue records and to assist with the administration of collection presentations and exhibitions
- Conduct preliminary research using a range of archival and secondary sources in the preparation of catalogue records, interpretive material, provenance data, and artist biographies
- Assist the Registration and Conservation Departments with the safe movement of the collection for the purposes of documentation and digitisation and the safe housing of the collection
- Assist in the preparation of correspondence and other administrative tasks
- Liaise with internal and external stakeholders, including artists, curatorial colleagues, researchers and the public
- Coordinate workflows and prepare movement requests
- Ensure that work health and safety guidelines and practices are implemented and observed
- work productively as part of a team including coordinating activities for the Australian Art department.

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. **Support the shared purpose and direction** of the Gallery by understanding and supporting the Gallery's vision, mission and corporate plan. You are able to identify the relationship between the Gallery's goals and operational tasks.
2. **Nurture internal and external relationships** to build and sustain positive working relationships with your team, stakeholders and the public.
3. **Show judgement, intelligence and common sense** when undertaking your work using systematic analysis and drawing accurate conclusions based on evidence. You are able to identify problems and work to resolve them. You can also think laterally to review, identify and implement improvements to work practices.

4. Take responsibility for managing your work projects to achieve results by seeing projects through to completion. You will be able to monitor your projects progress and manage priorities. You are also committed to achieving quality outcomes and adhere to records management practices.

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:

- Relevant qualifications in art history and experience in an Art Gallery/Museum environment.
- Professional certification and/or membership of relevant professional associations is desirable.

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 Elspeth Pitt on (02) 6240 6677 or Elspeth.Pitt@nga.gov.au.