



Position title	Project Manager, Touring and Regional Initiatives
National Gallery level	NGA Level 6
Position number	6095
Employment type	Full-time, ongoing
Portfolio	Artistic Program
Department	Art Across Australia
Immediate supervisor	Manager, Touring Exhibitions
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Degree in an Arts related field Significant experience in a Project Manager role

## **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 Project Manager, Touring and Regional Initiatives plays a central role in expanding access to the national collection and strengthening the National Gallery's relationships with regional and community partners. This position leads the Regional Initiatives Program, manages the Art Cases program, and supports select special touring projects that align with Art Across Australia priorities.

Reporting to the Manager, Touring Exhibitions and working closely with internal departments and external partners, the Project Manager ensures high-quality project management, logistical coordination, and stakeholder engagement. The role also contributes to building capacity in regional galleries by fostering collaborative partnerships, delivering training opportunities, and developing sustainable engagement models that extend the impact of the national collection across Australia.

## SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have demonstrated experience in project management within the arts, cultural, or community sectors. Strong organisational skills with the ability to manage competing priorities and deliver outcomes within scope and budget are required. They will have high-level communication and interpersonal skills, including the ability to work effectively with diverse stakeholders.

Experience with touring exhibitions, loans, or community engagement programs, particularly in regional contexts is essential. They will have sound knowledge of museum standards, including art handling, conservation, and exhibition logistics. An understanding of equity and access principles in arts engagement, with a commitment to inclusive practice, and the ability to work both independently and collaboratively within a team-oriented environment.

## THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 6 work level standards, you will:

- Lead the planning and delivery of the Regional Initiatives Program and Art Cases program
- Coordinate timelines, budgets, reporting, and risk management for designated projects.
- Collaborate with internal teams and external partners to ensure smooth delivery of loans and touring programs
- Support the Manager, Touring Exhibitions and provide assistance across all Touring Exhibitions work streams, this may include the preparation of grants, itineraries, budgets, reporting and team deliverables.
- Provide curatorial and interpretive support for regional displays, including provenance, labels, and wall text
- Support the delivery of special touring exhibitions and outreach projects
- Develop and manage a network of industry, government and professional contacts, with an emphasis on venues and communities relevant to the national touring program.

## 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 strategic direction** of the National Gallery by understanding and promoting its vision, mission, and priorities, and aligning work with the broader Art Across Australia framework.
2. **Think strategically** by anticipating challenges and opportunities, setting clear goals, and identifying long-term benefits for regional partners and audiences.

3. **Apply and build professional expertise** by modelling specialist knowledge in project management, touring, and loans, while seeking continuous improvement.
4. **Support productive working relationships** by building and sustaining positive partnerships with colleagues, regional venues, and community partners.
5. **Display personal drive and integrity** by acting professionally, using sound judgement, and demonstrating accountability for results.
6. **Communicate with influence** by presenting messages clearly, listening actively, and negotiating effectively with internal and external stakeholders.

#### **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.

**Security Assessment:** The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

#### **ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations**

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

- Degree in an Arts-related field
- Additional qualifications in Museum Studies, Education, or Community Engagement desirable.
- Significant experience in project management within a cultural organisation.

#### **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 Tara James on +61 2 6120 2917 or [Tara.James@nga.gov.au](mailto:Tara.James@nga.gov.au).