



Position title	Kenneth E. Tyler Assistant Curator, International Prints and Drawings
National Gallery level	NGA 4
Position number	4306
Employment type	Full-time – Ongoing
Department	International Art
Portfolio	Artistic Programs
Immediate supervisor	Kenneth E Tyler Curator, International Prints and Drawings
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 National Gallery is seeking an emerging curator to join an enthusiastic team who work within a vibrant and rewarding environment stewarding and developing the National Gallery's relationship with art and artists. Reporting to the Senior Curator, Prints and Drawings, this role provides support with the planning and co-ordination of activities related to the Tyler print collection and archive, programs and departmental projects. This includes assisting with the development and management of allocated parts of the collection and exhibition projects.

The Artistic Programs Portfolio is responsible for the care, loan and presentation of the national collection along with the initiation, development and delivery of the exhibition, touring, publishing and commissioning program at the National Gallery. The International Art Department is responsible for researching and delivering loan exhibitions, commissioning projects for the program, as well as researching, building, interpreting, and publishing on the National Gallery's collection and preparing collection displays.

Prints and Drawings is a stand-alone collection, which reflects the important roles printmaking and drawing have played in the history of visual culture across the globe. The collection of international prints, drawings and illustrated books numbers over 36,000 works on paper and includes deep holdings of French modern art, Russian and Western European avant-garde art, and European and North American Pop and Conceptual art. The collection includes the Kenneth E Tyler Collection and Archive of prints and printmaking, which charts a history of post-war American printmaking through the workshops of master printer Ken Tyler.

The International Prints and Drawings curatorial team makes accessible, through display and print and digital publication, the collection to the broadest number of people.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have some proven experience in the art gallery/museum environment, as it relates to working with print collections and archives. You will have some understanding of the diversity of issues and cultural protocols associated with working with a collection.

The ideal candidate will have experience undertaking primary research, have a record of publication on art, and will be in the process of developing a specialist knowledge in modern and contemporary international art, notably in printmaking.

Our ideal candidate will be able to demonstrate their experience and knowledge in working with archival collections within a gallery/museum collection. Experience in producing online content, including web-based publication and working with collection management systems such as KE EMu is preferred.

You work collaboratively, are outward looking, have a demonstrated ability to establish positive professional relationships with artists, curators, galleries, and arts institutions, and always exercise ethical behaviour.

Your sound oral and written communication skills, ability to prioritise and strong interpersonal skills ensure your effective engagement with a wide range of audiences including specialists and the public. You act with integrity, demonstrating good judgement and discretion in all that you do.

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

In accordance with the APS 4 Work Level Standards and working to the Senior Curator of Prints and Drawings, you will:

- Undertake activities relating to the presentation, acquisition and documentation of works within and entering the national collection associated with the print workshops of Kenneth E Tyler, including audio-visual material.
- Perform collection management activities including cataloguing to a high standard, maintaining information across various databases
- Be part of a team who are responsible for producing content for the dedicated Kenneth E Tyler website and social media

- Liaising with the Conservation and Registration teams in relation to the condition of works and suitability for display and storage
- Contribute to the department's output in relation to the Kenneth E Tyler collection care and administration.
- In consultation with the Kenneth E Tyler archivist, respond to professional and public enquiries related to the Kenneth E Tyler collection and assist with the administration of loan requests
- Assist the Senior Curator and Curator with collection presentations and exhibitions, including preparation of interpretive material and liaison with Design, Publications and other departments

WHO ARE WE LOOKING FOR?

To be successful in this role you will be outcomes driven, accountable and have demonstrated, or have the ability to develop the following, you will:

Have the ability to **align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to curatorial practice.

Have experience in managing your workload to **achieve results** in collection management and the development of exhibitions, often working with tight timeframes and competing priorities.

Have the ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships within your team, colleagues and with external stakeholders.

Have a versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders, including artists, donors, curatorial colleagues, galleries, researchers and the public.

Have the ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.

Be able to **promote and adopt a positive and balanced approach** to your work by focusing on achieving objectives and remain calm when responding to your work pressures and competing priorities.

HOW TO APPLY

To apply for this role please forward your **CV, statement and personal particulars form** to recruitment@nga.gov.au.

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 'Our ideal candidate' 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 'Who are we looking for?' section. 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.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 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.

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 or museum/archival studies and some experience in an art gallery/museum environment is essential
- 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.

CONTACT

Further information about the position may be obtained by contacting Sarina Noordhuis-Fairfax on +61 6240 6416 or sarina.noordhuis@nga.gov.au.