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Position title	Manager, Research Library & Archives
National Gallery level	Executive Level 1
Position number	9034
Employment type	Non-ongoing 24-month placement, Full Time
Department	Research Library & Archives
Portfolio	Artistic Programs
Immediate supervisor	Assistant Director, Collection Management & Art Services
Direct reports	Reference Librarian Archivist Library Technician Cataloguer
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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#### **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.

**Position description – Manager, Research Library & Archives (PN 9034)**

## **WHAT YOU WILL GAIN FROM THE EXPERIENCE – OVERVIEW OF THE ROLE**

As the Manager, Research Library & Archives you will lead a small team of library and archive specialists in the development, care, and provision of access to the National Gallery Research Library & Archives. This role offers an exceptional opportunity for a library, special collections and archives professional to contribute to the future of Australia's premier gallery-based, visual arts library, archives and special collections.

In this role, you and your team will be responsible for the National Gallery Research Library & Archives holdings, covering First Nations, Australian and international art with strengths aligned to areas of the national art collection. This includes special collections and archives, containing rare and unique materials that document the history and development of the visual arts, both nationally and internationally.

You will work with a wide range of internal stakeholders including the curatorial, exhibitions, conservation, registration and learning teams as well as Australian and international visual arts researchers. This role is part of the Gallery's Artistic Programs portfolio and reports to the Assistant Director, Collection Management & Art Services.

## **SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE**

Our ideal candidate will be an experienced professional in library, special collections and archives in visual arts related environments. They will have experience in developing and implementing strategic plans and initiatives, and can demonstrate the capability to apply strategic thinking to implement strategic and operational change.

They will be able to utilise their extensive expertise in libraries, special collections and archives to ensure that the National Gallery Research Library & Archives meets best practice in all areas including collection development, collection care and preservation, library systems, collection cataloguing, digitisation, collection discoverability, and internal and external stakeholder collection access.

The ideal candidate will have highly developed project management capabilities and the agility to achieve successful outcomes in diverse projects and business operational situations. They will demonstrate excellence in collaborative work practices and exemplary stakeholder and staff management with a focus on workforce planning, capability development and participatory management practices.

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

In accordance with the APS EL1 work level standards, you will:

- Provide leadership for the Research Library & Archives consistent with the strategic and operational objectives of the National Gallery inclusive of workforce planning, operations, budget and staff management.
- Provide expert advice and direction on professional and technical requirements for the general research library, special collections and archives activities to Research Library & Archives staff, Gallery staff, sector peers and external researchers.
- Develop, refine and manage Research Library & Archives strategies, policies and procedures to build a leading special collections and archives collection with clearly defined priorities balanced with available resources and preservation requirements.
- Work collaboratively with staff across the Gallery to integrate the collection and activities of the Research Library & Archives, within the artistic program and other Gallery activities.
- Manage the contract and system administration of all library management systems including the web-based public online catalogue.
- Manage Research Library & Archives activities related to preservation, digitisation, collection development and rationalisation, and public research enquiries and access.
- Undertake other duties as required by the Assistant Director, Collection Management & Art Services including corporate and financial reporting for the Research Library & Archives.

## 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:

- **Inspire purpose and direction** by determining the strategic and operational direction for the Research Library & Archives in alignment with the short-, medium- and longer-term planning with Gallery goals and objectives.
- **Build organisation capability and responsiveness** by identifying opportunities for continuous improvement while remaining flexible and responsive to changes in the context of a complex and changing environment.
- **Steer and implement change** by generating considered and sustainable approaches to implement change and business improvement strategies in the workplace.
- **Nurture internal and external relationships** by engaging and collaborating with key internal and external stakeholders to identify opportunities, manage expectations, achieve outcomes and facilitate cooperation.
- **Value individual differences and diversity** by responsibly building capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.

## 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.

## 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:

- Formal qualifications in Library and Information Studies or related fields.
- Substantial experience working with library, special collections or archives collections, preferably in a research library context within a visual arts museum, gallery, tertiary institution or similar work environment.

## 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 Renée Joyce, Assistant Director, Collection Management & Art Services on +61 2 6240 6687 or [renee.joyce@nga.gov.au](mailto:renee.joyce@nga.gov.au).