



Position title	Public Programs Convenor
National Gallery level	6006
Position number	NGA 6
Employment type	Full-time, ongoing
Department	Learning
Portfolio	Artistic Program
Immediate supervisor	Public Programs Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check ACT Working with Vulnerable People (WWVP) card

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.

OVERVIEW OF THE ROLE

The Public Programs Convenor is a key role in the Learning Team with responsibility for the development and delivery of programs for adult audiences including talks, workshops and performances at the National Gallery in Canberra and across Australia.

The National Gallery Learning Team deliver programs and events that support education and lifelong learning, working with audiences across adult programs, kids and families, young people, students and teachers and access. We deliver programs onsite, online and offsite to engage national audiences with the National Collection and artistic program.

Working closely with the Public Programs Manager, the Public Programs Convenor collaborates with artists, curators, program convenors, content producers, program partners and communities to deliver programs that promote national engagement with the National Gallery collection and exhibitions program onsite, online and offsite. The Public Programs Convenor produces inclusive and accessible programs for diverse audiences that widen participation, spark curiosity and inspire new ways of thinking.

The Public Programs Convenor works with First Nations colleagues across the National Gallery to elevate the voices of First Nations artists and build knowledge and understanding of First Nations arts practices, cultures and perspectives.

The Public Programs Convenor is responsible for all aspects of program delivery including project timelines; artist and speaker management; risk management processes; ticketing; website communication; budgets and supervision of casual and contracted event staff.

The Public Programs Convenor role requires regular after hours and weekend work. Weekend penalties or time off in lieu will apply.

This position reports to the Public Programs Manager. This position is an ongoing, full-time role.

OUR IDEAL CANDIDATE

Our ideal candidate has demonstrated knowledge and proven experience in developing and delivering public programs in an art museum/gallery environment.

You have collaborated with artists, curators, program convenors and communities to develop and deliver a range of programs, both onsite and online. You have an understanding and awareness of evaluation methods, a commitment to reflective practice and the knowledge and skills to extend the reach and impact of programs through your commitment to diversity, equity and inclusion.

You have experience in the production of a wide range of events, overseeing the project management process from program development to delivery. You are experienced in all aspects of project management, including program management plans, risk management, stakeholder management, budgets, contractor agreements and reporting.

You are friendly and approachable and have demonstrated experience working in complex and changing work contexts. You work independently to manage unexpected situations, while maintaining a calm and efficient working environment for your team and stakeholders. You have experience in the supervision of casual and consultant event staff.

You are experienced in the operational aspects of program production, including web CMS, CRM, ticketing processes, technical production, venue management and resource allocation. You are committed to collaborative practice and can work with colleagues across the Gallery to develop effective systems and processes. You have experience in implementing system changes with teams.

You share the Gallery's commitment to centring the voices and perspectives of First Nations artists.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

1. Work collaboratively to devise, implement and manage programs that support a wide range of audiences to engage with the National Gallery.
2. Collaborate with National Gallery partners, artists, communities and other external stakeholders to produce programs, overseeing or supporting the operational delivery of programs and events.
3. Undertake all aspects of program delivery, including project timelines; stakeholder management; artist and speaker management; risk management; ticketing; website communication; budgets and supervision of casual and contracted event staff in the delivery of programs.
4. Contribute to the gathering and analysis of audience and programs data to support organisational reporting and the assessment of program impacts.

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. **Have effective stakeholder engagement skills** to partner with senior managers, line areas, and other internal and external stakeholders to improve business systems and strategic programming outcomes for the Gallery.
2. Have the ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality of customer service when engaging with internal and external stakeholders.
3. Have experience in managing the workload of you and your team to **achieve results**, often working with tight timeframes and competing priorities within an ever-changing environment.
4. **Act with integrity**, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery.
5. Be versatile, flexible and creative in **aligning your work with the strategic priorities** of the National Gallery.

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 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.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

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 Georgina Close, Head of National Learning, on +61 2 6240 6560 or georgina.close@nga.gov.au.