



Position title	Learning Assistant
National Gallery level	NGA Level 3
Position number	Position No. SUP 351
Employment type	Casual
Department	Learning
Portfolio	Artistic Programs
Immediate supervisor	Operations Coordinator
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Working with Vulnerable People card (or the ability to obtain)

ABOUT THE GALLERY

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 National Gallery's Learning Team seeks to inspire imagination, creativity, inclusivity and learning through engagement with art and artists. Innovative onsite, on-tour and online programs and projects are designed to engage Australians from all backgrounds with the national art collection and artistic program, expanding the National Gallery's reach and impact.

The National Gallery is recruiting collaborative self-starters with excellent communication skills and demonstrated experience in event support and technical operations. Successful candidates will contribute to delivering engaging content that connects art and culture to diverse audiences through various platforms and event types.

Learning Assistants are integral to the successful delivery of the Learning team's programs, providing technical and operational support for theatre events, front of house and audience engagement, administrative and coordination assistance, and digital content and streaming support for the diverse range of programs delivered across multiple platforms.

OUR IDEAL CANDIDATE

Our ideal candidate is friendly, customer-focused person with well-developed written and verbal communication skills. You will have a strong interest in arts and culture, people and ideas.

You have a demonstrated ability to undertake a range of administrative tasks with attention to detail and can apply new work processes and procedures in any administrative area.

You are flexible and solutions focused, and able to work under pressure to effectively manage peak periods.

You are comfortable working with digital technologies and interested in developing technical skills to support online and onsite programs.

WHAT WILL YOU DO?

In accordance with the APS 3 work level standards, you will:

- Support audience engagement through front of house duties, managing access requirements, and helping visitors navigate our venues and events.
- Process and manage digital content across platforms, including website updates and archiving audio-visual materials.
- Provide operational support for events, including setup, operation of simple AV equipment, and supporting livestream delivery.
- Assist with program administration including bookings, documentation, and reporting and contribute to the ongoing improvement of business processes and procedures.
- Support the Technical Producer and Learning Team with event delivery and program requirements.
- Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.

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 the ability to **communicate clearly** and **listens to, understand and recognise the needs of others** and can maintain accurate records with excellent attention to detail, including identifying gaps in information, looking for logical sequences of information and highlighting practical considerations of plans and activities.
2. **Support shared purpose and direction** of the Learning department to provide a high quality of customer service when engaging with internal and external stakeholders.
3. **Act with integrity**, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery and when representing the Gallery with external stakeholders.

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 Sophie Pigram on +6120 2934 or sophie.pigram@nga.gov.au.