



Position title	Kenneth E Tyler Curatorial Assistant, Digitisation Project
National Gallery level	NGA Level 3
Position number	Position No. 4515
Employment type	Full-time Ongoing
Department	International Art
Portfolio	Artistic Program
Immediate supervisor	Senior Curator, Prints and Drawings
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Relevant qualifications in art history or museum/archival studies and some experience in an art gallery/museum environment is essential

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 a Curatorial Assistant with experience working with archives and an interest in curatorial practices to join an enthusiastic team who work within a vibrant and rewarding environment. Reporting to the Senior Curator, Print and Drawings, this role is responsible for undertaking the planning and assisting in the co-ordination of activities related to the digitisation of the Kenneth E Tyler photographic archive.

This role will also involve assisting curators of International Prints and Drawings with the managing the Department's extensive collection and exhibition projects related to the Kenneth E Tyler print collection.

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.

Our prints and drawings collection are a standalone 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 and includes deep holdings of French modern art, Russian and Western European avant-garde art, and European and North American Pop and Conceptual art.

This position reports to the Senior Curator, Prints and Drawings and is responsible for the digitisation and documentation of the Kenneth E Tyler photographic archive. This position of Kenneth E Tyler Curatorial Assistant, Digitisation Project is a full-time ongoing role with the International Art team.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have relevant tertiary qualifications and be able to demonstrate their experience and knowledge of working with archival collections, preferably as it relates to working with archives within a gallery/museum context.

You will have experience undertaking primary research and will have some proven knowledge of modern and contemporary international art history, including of post-war American art and printmaking.

You will have sound cataloguing, data entry and documentation skills, including the ability to scan and digitise photographic transparencies. Experience working with collection management database KE EMu would be highly advantageous. Your experience in producing online content, including web-based publication will also be to your advantage.

Your great oral and written communication skills, ability to prioritise and strong interpersonal skills will ensure you can effectively engagement and communicate with a wide range of audiences including art specialists and the public.

Our ideal candidate should enjoy working collaboratively with others, can establish positive professional working relationships and always exercise ethical behaviour in all that you do.

You will have some understanding of the diversity of issues and cultural protocols associated with working with a collection, but will act with integrity, demonstrate sound judgement and discretion in all that you do.

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

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

- Undertake activities relating to digitisation and documentation of the Kenneth E Tyler photographic archive
- Perform collection management activities including cataloguing the archive, included associated ephemera, to a high standard and maintaining information across various databases

- Be responsible for producing content for the dedicated Kenneth E Tyler website and social media platforms
- Help manage workflows related to the department's busy schedule of programs, especially as they relate to the Kenneth E Tyler collection
- Organise and workflow enquiries from external parties about the Kenneth E Tyler collection
- Assist with the development of collection displays and exhibitions, including preparation of interpretive material
- Other duties as required and consistent with the APS Level 3 work level standards.

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. Understand the work of the International Art Department in order to **support the strategic direction** of the National Gallery
2. Contribute your own expertise in exhibitions and collection management in order to **achieve results** while remaining calm when responding to competing priorities.
3. **Communicates clearly**, through confidently presenting messages in a clear and concise manner and listens to and considers different ideas
4. Have a versatile, flexible and creative approach to **supporting productive working relationships** with a diverse range of stakeholders.
5. **Act with integrity** at all times, showing judgement and professionalism in all that you do.

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.

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 2 6240 6416 or sarina.noordhuis@nga.gov.au