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|------------------------|------------------------------------------------------------|
| Position title         | Assistant Registrar, Loans and Exhibitions                 |
| National Gallery level | NGA Level 6                                                |
| Position number        | 7210                                                       |
| Employment type        | Full time - Ongoing                                        |
| Department             | Registration                                               |
| Portfolio              | Artistic Programs                                          |
| Immediate supervisor   | Associate Registrar, Loans and Exhibitions                 |
| Direct reports         | N/A                                                        |
| Position location      | National Gallery, Parkes, Kamberri/Canberra                |
| Requirements           | Australian Citizenship<br>Police Check<br>Driver's License |

## **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 Assistant Registrar Loans is responsible for coordinating and preparing documentation associated with loans to and from the Gallery for specific Gallery exhibitions projects. They ensure compliance with contractual, transport, legal and security requirements as well as establishing appropriate insurance coverage, packing, crating, courier arrangements and other special conditions of loan.

The successful applicant will have proven experience in project delivery and negotiations, often with tight deadlines.

The successful applicant will have demonstrated knowledge and experience in Museum registration operating practices, administrative systems and a knowledge of contractual conditions applicable to loans.

Demonstrated computerised collections management skills and an understanding of their application to Museum registration procedures is also required.

This is a full-time, ongoing role available in the Registration Department within the Artistic Programs Portfolio.

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

Our ideal candidate will have:

1. Demonstrated knowledge and experience in museum registration operating practises administrative systems and a knowledge of contractual conditions applicable to inward and outward loans, including international loans. The role coordinates negotiations, transport, packing and insurance providing regular progress reports to the Associate Registrar.
2. Our ideal candidate will have high-level knowledge and experience in contemporary art museum best registration practices and principles, loan management, art storage requirements, transport and documentation. Good knowledge and experience of conservation, packing and safe handling of art works.
3. Demonstrated computerised collections management skills and experience, with an understanding of their application to Museum registration procedures and the importance of data integrity.
4. Effective written and oral communications skills including the ability to negotiate and liaise at all levels and represent the Gallery in dealings and negotiations with external agencies. Your demonstrated experience in the coordination of a multi-disciplinary and multi-skilled team, together with your effective and empathetic communication skills will enable you to achieve projects to high standard.
5. Demonstrated ability to successfully work on multiple projects simultaneously, undertake detailed administrative work and to work in a cooperative environment in a climate of shifting priorities. Your organisational skills enable you to deliver projects on time and in budget. You are a solution-based person who is flexible and works collaboratively and creatively with stakeholders to meet deadlines.

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

In accordance with the APS 6 work level standards and working to the Associate Registrar, Loans and Exhibitions, you will:

- Coordinate and prepare documentation associated with loans to and from the Gallery. Ensure compliance with contractual, transport, security and legal requirements. Establish appropriate insurance coverage, packing, crating, courier arrangements and other special conditions of loan.
- In accordance with the Gallery's policies and procedures, coordinate loan requests for specifically assigned loan projects. Liaise with the borrowers and lenders, shipping agents and art services, travelling exhibitions, design and exhibitions, curatorial, conservation and facility management staff, regarding the scheduling and allocation of resources for specific loans.

- Provide planning advice, cost estimates and assistance to the Associate Registrar for the efficient implementation of loan projects. Identify all costs, complete procurement, risk assessments, briefs and coordinate and oversee invoicing arrangements associated with specific loans.
- Lead multidisciplinary teams, liaising with internal and external stakeholders to develop deadlines and monitor and report on progress.
- Assist with research, and contribute to the development of policies, practices and procedures, in relation to collections management issues associated with loans.
- Participate as required in Registration related loans projects, both within and outside the Department to help the Gallery meet its corporate goals.

## 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. 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 exhibitions and displays.
2. Experience in managing your workload to **achieve results** in the development of and management of loans projects. Responds in a positive and flexible manner to change and uncertainty, maintaining the sight of the end goal. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained.
3. The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships within your team, with your colleagues and with external stakeholders.
4. A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders both internal and external. Always seeking to understand the audience and tailor communication style and message accordingly.
5. The ability to **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:

- Equivalent experience in a museum, or similar environment undertaking registration tasks and using a collection management system is highly desirable.
- Relevant qualifications in Visual Arts/Art History, or Museum studies is desirable.
- Professional membership of the Australasian Registrars' Committee (ARC) or other relevant professional organisation is desirable.
- Current Driver's Licence is essential.
- Ability to work flexibly to accommodate the transportation of works of art in the lending program.
- Ability to perform physical duties as required for the movement of art and packing.

## **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 Jane Marsden on +61 2 6240 6435 or [jane.marsden@nga.gov.au](mailto:jane.marsden@nga.gov.au)