



Position title	Archives Project Officer
National Gallery level	NGA Level 4
Position number	9037
Employment type	3 year contract
Department	Research Library & Archives
Portfolio	Artistic Projects
Immediate supervisor	Archivist
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Current driver's licence

## **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 of Australia Research Library & Archives is one of Australia's largest visual arts libraries and archives. We are responsible for appropriate services to meet the research needs of the National Gallery's professional staff, volunteers, and visiting researchers.

The Archives Project Officer works collaboratively within the Research Library & Archives team to contribute to an effective and efficient library and archives service. In this role you will be part of a small team responsible for managing rare and original archival materials in a range of formats including print-based ephemera, photographs, letters & diaries, sketchbooks, audio visual, cassettes, film etc. The scope of this 3-year contract covers discrete archives projects, and includes contributing to managing digital assets.

To be successful in this role, you will have the capacity to undertake the physical demands of lifting and moving material under WH&S guidelines. You will have demonstrated the ability to work independently with minimal supervision. You will also be able to demonstrate your attention to detail and be capable of working with changing priorities.

As part of this role the Archives Project Officer may be required to work at either Parkes or our offsite storage facility.

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

Our ideal candidate will have an interest in both archives and visual arts, and experience in working with archives, including digital collections.

You will have demonstrated experience in processing archives with high attention to detail. This includes the rehousing, description and preservation of unique materials whilst maintaining original order and respect des fonds. You will have demonstrated experience in managing digital collections including data migrated from obsolete physical formats (e.g. magnetic tapes) and born-digital material.

You will be experienced in using Microsoft Office suite of products including Word, Excel, Outlook, and Adobe Acrobat suite. Experience with collection and digital asset management systems such as Ex Libris' ALMA and PRIMO VE, EMu, and other DAMS, will also be highly desirable. You will have excellent communication skills and a desire to utilise your collection maintenance and collection management skills within a library and archives context.

You work collaboratively, are outward looking, have a demonstrated ability to establish positive professional relationships with artists, curators, galleries, and arts institutions, and always exercise ethical behaviour.

Your sound oral and written communication skills, ability to prioritise and strong interpersonal skills ensure your effective engagement with a wide range of audiences including specialists and the public. You act with integrity, demonstrating good judgement and discretion in all that you do.

Candidates who have completed studies in library or archival fields, or with equivalent experience, are highly desirable. A knowledge of art history and visual arts is an advantage.

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

In accordance with the APS 4 Work Level Standards and reporting to the Archivist, you will:

- Undertake moderately complex activities relating to the description, preservation, access and discoverability of materials within the Research Library & Archives collection.
- Undertake collection management and documentation activities including cataloguing and scanning collection items to archival standards and maintaining information integrity across various databases.
- Co-ordinate the Research Library & Archives' participation in the National Film and Sound Archive of Australia's Audio Visual Australia digitisation project, under direction of Archivist.
- Perform moderately complex technical tasks associated with managing digital assets and audio-visual materials including quality checking files, documenting results, and recording metadata to facilitate the long-term preservation and access of content.

- Liaise with internal and external stakeholders on operational and administrative matters to deliver projects.
- You may also assist with general administration, collection maintenance, filing/shelving and transport of materials.
- Participate in special projects and undertake other duties as required.

## WHO ARE WE LOOKING FOR?

1. Have experience in managing your workload to **achieve results** in collection management, often working with tight timeframes and competing priorities.
2. Assist in the **delivery of projects** under the direction of higher classification levels. Undertake moderately complex technical tasks and assessments or activities associated with trials, test, measurements etc. Resolve moderately complex enquiries from stakeholders and provide information and advice as a representative of the work area.
3. Identify issues and **contribute to the resolution of issues** and problems. Develop data gathering and management procedures and tools. Gather and analyse evidence and data, and document and analyse results
4. Have the ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships within your team, colleagues and with external stakeholders.
5. Have a versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders, including artists, donors, curatorial colleagues, galleries, researchers and the public.
6. Have the ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.
7. Be able to **promote and adopt a positive and balanced approach** to your work by focusing on achieving objectives and remain calm when responding to your work pressures and competing priorities.

## 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.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

## 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:

- a current driver's licence.
- qualifications in library or archival studies, or equivalent experience, is highly 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 Simon Underschultz, Archivist on +61 2 6420 6493 or [simon.underschultz@nga.gov.au](mailto:simon.underschultz@nga.gov.au)