



Position title	Associate Registrar – Loans & Exhibitions
National Gallery level	NGA Executive Level 1
Position number	7401
Employment type	Permanent Full time Ongoing
Department	Registration
Portfolio	Artistic Programs Portfolio
Immediate supervisor	Head of Registration
Direct reports	5-8
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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

This position is responsible for the management, documentation and planning of loans to and from the National Gallery. We are seeking a highly experienced and qualified Registrar to join our team to coordinate loan negotiations, transportation and packing of works of art. You will lead, motivate and mentor staff in all phases of loans management and the packing of works of art for the gallery's energetic lending program.

To be successful in this role you must have substantial expertise in contemporary art museum registration practices and principles, loans management, art storage requirements and documentation systems. Excellent knowledge and experience in conservation and packing techniques are key in this role as is the management of all aspects of national and international loans, including security requirements, insurance/indemnity and customs and export/import regulations.

As a skilled collaborator, building productive working relationships with all stakeholders is an important element of this position, ensuring successful and timely loan negotiations. Often working to tight deadlines, proven project management skills are essential along with experience in strategic and budget planning, resource management and collections management systems.

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

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

This position is in the Gallery's Registration Department and is responsible for the management, documentation and planning of loans to the Collection and Exhibitions. This role coordinates loan negotiations, transportation, packing and insurance/indemnity for works of art and provides regular progress reports to the Head of Registration.

Our ideal candidate will have a comprehensive knowledge and understanding of contemporary art museum registration practices and principles, loans management, art storage requirements and documentation systems. Good knowledge and experience of conservation and packing techniques. Considerable experience in coordinating and managing the operational requirements of a Registration or collections management section.

You are required to have considerable experience in training, motivating, co-ordinating and leading a team with a focus on project management and achieving Departmental and/or corporate priorities.

Our ideal candidate will have well developed knowledge and considerable experience in strategic and budget planning. Proven ability in the use of computer applications and computerised collections management systems.

You will be required to demonstrate high level communication and interpersonal skills including the ability to successfully liaise and negotiate at all levels.

Our ideal candidate will have a proven ability to project manage multiple projects and be able to work in a changing and demanding work environment. Develop work processes and schedules to support the Registration Loans team and support staff to allow the team to work to their best ability.

You will be required to have knowledge and understanding of State indemnity schemes, Commonwealth Government insurance funding and cultural schemes, customs and export/import regulations for the transportation of works of art on loan.

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

In accordance with the APS EL1 work level standards, you will:

- Project manage and coordinate loan negotiations, transportation, packing and insurance/indemnity for works of art and provide regular progress reports to the Head Registrar.
- Develop and implement operational business plans and procedures relating to loans. Oversee the implementation and maintenance of the loans systems.
- Undertake research and develop policies and procedures relating to loans management in liaison with the Head Registrar.
- Manage national and international transport and security arrangements for works of art entering the Gallery for loans and exhibitions and ensure adherence to national and international regulations.
- Prepare and manage registration budgets for loans and exhibitions. Monitor these budgets and develop reports on activities.
- Manage resources in the loans area including the supervision, training and development of registration staff in all aspects of loans management and in accordance with the Gallery's purpose and values.
- Participate in projects that involve lending collections both within and outside the Registration Department including online projects and exhibitions
- Other duties as required commensurate with your skills and abilities 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. Inspires a sense of purpose and direction to your team and key stakeholders regarding the purpose and importance of their work and illustrate the relationship between operational tasks and organisational goals.
2. Steer and implements change and deal with uncertainty, establishing clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty.
3. Nurtures internal and external relationships, building and sustaining relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship and be responsive to internal and external client needs.
4. Listens, understands and adapts to audience needs always seeking to understand the audience and tailor communication style and message accordingly. Listens carefully to others and check to ensure their views have been understood.
5. Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements.
6. Responds flexibly to changing demands whilst maintaining sight of the end goal.
7. Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained.

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.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

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.

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 Debbie Ward on +61 2 6240 6657 or debbie.ward@nga.gov.au.