



Position title	Technical Producer
National Gallery level	NGA Level 6
Position number	6093
Employment type	Ongoing, Non-ongoing – until July 2025
Department	Learning
Portfolio	Artistic Programs
Immediate supervisor	Digital Learning Manager
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 – 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.

Position description – Technical Producer (PN 6093)

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 Technical Producer is a skilled collaborator who engages effectively with artists, presenters and content producers internally and externally to deliver a diverse and inclusive national program of activities that widen participation, spark curiosity and inspire new ways of thinking about the world. The post-holder will foster innovation, technical excellence and outstanding production management to deliver live-streamed programs, performances and creative events onsite, online and on-tour.

The position contributes to the implementation of the National Gallery's Learning Strategy that supports life-long learning through art and creativity, removing barriers to access, and elevating the practice of artists.

After hours and weekend work is required on a regular basis. It is expected that Technical Producer works an average of one weekend in three, but at times this may increase, weekend penalties or time off in lieu will apply.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

OUR IDEAL CANDIDATE

Our ideal candidate will have knowledge and proven experience in audio visual and technical production of learning and public programs in a museum or gallery, or equivalent cultural organisation.

You possess outstanding skills in project management, including working with initiative to manage complex, concurrent projects, develop project timelines, set priorities, meet deadlines, work to a budget, and support the delivery of programs. You are experienced in managing unexpected situations, while maintaining a calm and efficient working environment for your team and stakeholders.

You have an understanding and awareness of First Nations art and artists and share the National Gallery's commitment to centring the voices of First Nations artists and communities.

You have excellent written and oral communication skills, are committed to collaborative practice and have demonstrated experience working collaboratively with colleagues, artists, communities and other stakeholders to deliver creative projects. You are flexible and solutions focused and able to support teams through changing work practices and approaches. You have demonstrated capacity to develop and maintain positive working relationships with diverse stakeholders through exceptional communication and interpersonal skills.

You are experienced in the supervision of casual staff, volunteers and contractors.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will:

- Provide high level production advice to support the delivery of a range of learning programs and events at the National Gallery of Australia.
- Collaborate with internal and external stakeholders to coordinate, plan and implement technical production solutions for a diverse range of programs onsite, online and on tour.
- Arrange technical training for casual staff and contractors, ensuring high standard of technical delivery is always maintained.
- Consult on audio visual equipment used across the National Gallery and work under limited supervision to coordinate consistent and high-quality audio-visual operations of the National Gallery's James Fairfax Theatre, Gandel Hall and Tim Fairfax Learning Studio.
- Supervise casual event workers (including staff, volunteers and contractors), provide on-the-job training, guidance, support, leadership and feedback to meet established goals, and work

collaboratively to ensure Workplace Health and Safety (WHS) and other program risks are appropriately identified and managed.

- Manage WHS aspects of public programs, including undertaking risk assessments for public events and the induction of speakers, artists, performers, contractors and other staff.
- Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.
- Contribute to the development and delivery of the wider Digital Learning program, maximising opportunities for collaboration to achieve efficiency and effectiveness.
- Other duties as required commensurate with the skills and capabilities of the role.

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:

- The ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, to provide high quality client service.
- **Effective stakeholder engagement skills** to work collaboratively with a diverse range of internal and external stakeholders to achieve programming outcomes for the Gallery.
- **Think strategically and be versatile, flexible and creative** in aligning your work with the National Gallery's objectives and operational requirements including consideration of longer-term impacts of your work.
- Have experience in managing the workload of you and your team to **achieve results**, often working with tight timeframes and competing priorities within a changing environment.
- **Act with integrity**, showing judgement and professionalism in all that you do to reduce risk within your team and the broader Gallery.

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:

- Working with Vulnerable People card (or the ability to obtain)

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 Victoria Bennett on 6240 6717 or Victoria.Bennett@nga.gov.au