



POSITION DESCRIPTION

Position Title	Gallery Technician
Position Code	1142
Directorate	Sustainability & Culture
Work Group	Arts, Culture & Events
Position Classification	Band 4
Effective Date	April 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To assist with the practical, technical and administration aspects of delivering the exhibition of a comprehensive program of exhibitions through the Gallery.

2. Working Relationships

Reports to	Gallery Director
Supervisors	N/A

3. Key Responsibilities

3.1 To be responsible for the security of the Gallery and all aspects of its exhibitions in the absence of the Gallery Director and other Gallery staff as required.

3.2 Assist in the practical and technical aspects of the installation and dismantling of exhibitions, including carpentry, painting, lighting, mounting and dismantling of the artworks and undertaking other duties relating to the exhibitions space as required.

3.3 Assist with the correct storage, transport and security of works held in the Gallery and Gallery Storeroom.

3.4 Assist the Gallery Director and/or Exhibitions Officer in other projects or administration, as required.

4. Core Physical Requirements

4.1 Capacity to lift items unspecified in weight within individual limits.

4.2 Capacity to climb ladders when hanging exhibitions.

4.3 Ability to carry art works of varying sizes and types.

4.4 Ability to use power and other tools when hanging exhibitions.

4.4 Ability to sit and work at a computer for varying periods of time.

4.5 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Responsible for the day-to-day information and security function for the Gallery operations as required.

5.2 Accountable to the Gallery Director for the efficient and effective performance of this position.

5.3 Authorised to delegate duties to Gallery volunteers within framework of the position description as may be required from time to time in the absence of the Gallery Director and/or other Gallery staff.

6. Judgement and Decision Making

6.1 Judgement may be required on the provision of information to the public, as required.

6.2 Required to use judgement on execution of technical or practical tasks, within established standards and procedures and with advice of Gallery Director or Gallery staff.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Understanding the business environment of the Gallery within a Council environment.

7.1.2 Relevant knowledge of art gallery and museum practices.

7.1.3 Proficiency in computer use and Microsoft packages.

7.1.4 Demonstrated practical experience in construction, fabrication and painting in a Gallery environment and use of necessary power tools.

7.1.5 Ability to develop technical skills in the areas of audio-visual technologies, lighting and sound.

7.1.6 Knowledge of art handling methods.

7.1.7 Ability to work in physical demanding situations, including working at heights.

7.2 Management Skills

7.2.1 Demonstrated skills in managing time and meeting work targets.

7.2.2 Ability to take initiative in solving simple problems.

7.2.3 Ability to work with staff in a project team environment.

7.3 Interpersonal Skills

7.3.1 Ability to communicate effectively with the public, Council staff and representatives

of other agencies and organisations, on Gallery matters as required.

7.3.2 Excellent oral communication skills.

7.3.3 Ability to maintain and respect confidentiality in all appropriate Gallery and Council matters.

8. Qualifications and Experience

8.1 Experience in presentation of visual art and cultural work relevant to the areas of responsibility.

8.2 Experience in carpentry and building are desirable.

8.3 Qualifications in Fine Art, Art Theory or Art History are desirable.

9. Key Selection Criteria

9.1 Experience, background and/or working knowledge of the presentation of visual art or objects in a gallery or museum environment.

9.2 Sound practical skills including strong attention to detail and a commitment to a high standard of exhibition presentation.

9.3 A commitment to the role of assisting in the delivery of a comprehensive, professional and customer focussed Wangaratta Art Gallery program.

9.4 Strong communication skills, both verbal and written.

9.5 Demonstrated ability in achieving objectives within available resources.

9.6 Current driver's licence is desirable.

Authorised by: Director – Sustainability & Culture

Date:

Employee's Signature:

Date:
