

# Position Statement



<b>POSITION TITLE</b>	Exhibitions and Collection Officer
<b>POSITION NUMBER</b>	80299
<b>REPORTS TO</b>	MAC yapang Curator and Operations Coordinator
<b>CLUSTER</b>	Service Delivery
<b>DEPARTMENT</b>	Arts, Culture and Tourism
<b>CAPABILITY PROFILE</b>	Team Member
<b>PAY BAND</b>	F
<b>CLASSIFICATION AND SALARY TABLE</b>	Indoor 35 hours
<b>AWARD BAND AND LEVEL</b>	Professional Specialist Band 3, Level 1
<b>EFFECTIVE DATE</b>	November 2024

## **ROLE PURPOSE**

The Exhibitions and Collection Officer is primarily responsible for the co-ordination of the movement of artwork to and from the art gallery as well as care of artwork while at the gallery. This includes registration of the collection and artwork loans, cataloguing and documentation, management of incoming and outgoing exhibitions as well as exhibition installation (bump in and bump out).

The position is also partly responsible for ensuring building maintenance requirements, display and environmental security is maintained to ensure safety of artwork and museum best practice.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

## **CORE ACCOUNTABILITIES**

1. Collaborate and support the strategic development of the Visual Art Collection
2. Drive and undertake all collection care and management
3. Assist Curators in sourcing engaging, innovative and relevant touring exhibition program, aligned with strategic direction and policy.
4. Work with the gallery and ACT teams in the efficient implementation, resourcing, promotion and delivery of the exhibitions, security and front/back of house operations.
5. Assist with the project management and supervision of exhibition installation staff, contractors and volunteers.
6. Coordinate and provide all technical assistance for installation and de-installation of exhibitions, documentation and packaging of exhibitions in the gallery.
7. Lead and guide object handling and condition reporting in relation to touring exhibitions and collections exhibitions.
8. Assist the team to ensure that preventative conservation and storage standards are maintained and monitored.
9. Assist with monitoring the security of exhibitions and the Cultural Collections.
10. Ensure all administration of an outbound exhibition program, logistical requirements including budget, marketing, agreements, transport and insurance, installation /presentation and de-installation is completed.

This position:

- may operate across departmental service delivery, Monday through Sunday; 5.00am to 9.00pm.
- is located at the Museum of Art and Culture yapang with occasional visits to external sites/depots.
- prior to an offer of employment being made, recommended candidates may be subject to a medical assessment prior to commencement.
- requires a Working with Children’s Check to be completed prior to commencement (in which the department will subsidise/refund).

The incumbent is required to undertake other duties, projects or tasks as directed, which are within their skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

**ESSENTIAL CRITERIA**

1. Degree qualification in public gallery administration, collection management and museum practice or equivalent qualifications or experience.
2. Proven extensive experience in exhibition installation and collection management.
3. Demonstrated ability to physically handle and manage artworks.
4. Proven experience with use of a collections data base
5. C Class Drivers Licence.

**DESIRABLE CRITERIA**

1. Demonstrated project management and exhibition installation practices
2. Knowledge of contemporary Australian visual arts with a proven ability to assist in initiating, researching, selecting and presenting exhibitions.
3. Proven experience in a curatorial position in a gallery or museum.
4. Experience with Adobe suite, InDesign, Photoshop and Illustrator

**CONDITIONS OF SERVICE**

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the ‘glue’ that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council is committed to making diversity, equity and inclusion a part of everything we do. We strive for a welcoming and inclusive workplace for everyone, including Aboriginal and Torres Strait Islander people, people who identify as LGBTQIA+, people of all genders and ages, people with a disability and people from culturally and linguistically diverse backgrounds.

Council’s Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The details of each profile are available on Council’s intranet.

The incumbent is required to comply with Council’s Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.

<b>EMPLOYEE NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	