

The Position:	Assistant Curator, Australian Painting, Sculpture and Decorative Arts to 1980
Position Number/Classification:	0161 / VPS 3.2
Reports to:	Senior Curator, Australian Painting, Sculpture and Decorative Arts to 1980
Work Unit:	Curatorial - Australian Painting, Sculpture and Decorative Arts to 1980
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd. Melbourne 3004
Date of Review	March 2015
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	The position is responsible for the provision of a range of curatorial and administrative support to the department of Australian Painting, Sculpture and Decorative Arts to 1980
1. Accountabilities (duties):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Manage the registration and cataloguing of incoming works to the department. 2. Recommend works for conservation, photography, framing, exhibition and loan and prepare associated documentation. 3. In consultation with the Senior Curator, provides concepts for, develops and implements permanent gallery displays and exhibitions. 4. In consultation with the Senior Curator, research and produce publications. 5. In consultation with the Senior Curator, provides concepts for, coordinates and implements programs, floor talks, lectures and seminars including those linked to the Gallery's exhibition program and the collection. 6. Undertake analysis of the market to establish value, rarity and authenticity and identify unknown objects, subjects, artists and areas of work in the collection and those considered for acquisition. 7. In consultation with the Senior Curator, contribute to the safekeeping, maintenance and augmentation of the collection, including the drafting of acquisition reports. 8. Establish and maintain a network of contacts within the art community and with other institutions and specialists in order to keep abreast of current research and for the mutual exchange of information and data. Visit relevant exhibitions, as required. 9. Provide a range of administrative support for the department and answer general enquiries related to the collection. 10. Ensure that records are created and managed according to the Records Management policy and procedures, including collection database and location records. 11. Contribute to departmental and team goals and participate in and support organisational change initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders) and model NGV values and behaviours.
2. The person – Key Selection Criteria	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Tertiary qualification in Fine Arts or equivalent coupled with relevant experience in a gallery or museum environment and the ability to undertake research coupled with a good knowledge of the history of Australian art. 2. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work

	<p>and track progress and recognises barriers and finds effective ways to deal with them.</p> <ol style="list-style-type: none"> 3. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, cooperates and works well with others in the pursuit of team goals and collaborates and shares information. 4. <u>Written communication</u>: ability to conduct research and prepare briefs, letters, emails, publications and reports using clear, concise and grammatically correct language using appropriate styles and formats and ensuring that written communications contain the necessary information to achieve their purpose. 5. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities. 6. <u>Verbal communication</u>: confidently conveys ideas and information in a clear and interesting way, welcomes constructive feedback, liaises with a wide range of internal and external contacts, answers queries and sees things from others' points of view and confirms understanding. 7. <u>Self-management</u>: plans and prioritises work to ensure outcomes are achieved, demonstrates capacity for sustained effort and hard work, able to work within the confines of a stringent acquisitions and exhibitions program budget, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains calm and in control under pressure and takes responsibility for own actions.
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • Post-graduate studies in a relevant field. • Experience with accepted cataloguing procedures. • Knowledge of foreign language/s. • Flexible approach to work and an understanding of the operations of an art institution
4. Key Relationships	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Other NGV departments including Conservation, Exhibition Design, Fundraising, Graphic Design, Marketing, Media and Public Affairs, Public Programs, Publications and Registration, • Artists and artists' representatives, • NGV Donors and lenders, • Peers from other arts organisations, • Relevant curators, academics and authors in the field, • NGV visitors.
5. Other relevant information	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • The NGV requires all employees to have an understanding of its Risk Management Framework. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a three-month probationary period which may

	be subject to review.
<p>6. About the role statement</p>	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
<p>7. Manager Authorisation</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>
<p>8. Employee Acceptance</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>