

<b>THE POSITION:</b>		<b>CHILDREN'S PROGRAMS ASSISTANT</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0061 / VPS 2.2	
<b>REPORTS TO:</b>	Senior Project Officer (Audience Engagement)	
<b>WORK UNIT:</b>	<b>Audience Engagement, Public Programs</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	April 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position will assist in the administration, preparation, coordination, implementation and evaluation of a range of NGV programs, exhibitions, and events.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will liaise with the Senior Project Officer and the Truby and Florence Williams Curator of Children's Programs and staff to typically:</p> <ol style="list-style-type: none"> <li>1. Support the development and delivery of programs, exhibitions, events and activities for children, teenage and family audiences.</li> <li>2. Provide high quality administrative support including monitoring budgets, invoices, resources and scheduling.</li> <li>3. Assist in writing, coordinating, editing and uploading communications.</li> <li>4. Ensure the maintenance and collation of verbal, written and statistical records, and assist with reports and proposals. Ensure records are created and managed according to the Records Management policy and procedures.</li> <li>5. Support organisational change initiatives by participating in and supporting department / team goals and modelling NGV values and behaviours.</li> </ol>	
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Previous experience in assisting with coordinating innovative, engaging and high quality audience engagement experiences within a major art institution or similar organisation, and a passion for engaging young audiences through art and design and delivering an exceptional customer experience.</li> <li>2. <u>Initiative, Accountability and Flexibility</u>: proactive and self-starting, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas, responds well to changing priorities with enthusiasm and recognises the merits of different options and acts accordingly.</li> <li>3. <u>Planning and Project Management</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and</li> </ol>	



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	<p>manages conflicting priorities across multiple projects with a positive approach. Maintains accurate project records and organises and coordinates administrative tasks.</p> <ol style="list-style-type: none"> <li>4. <u>Drive and Commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> <li>5. <u>Relationships</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and builds trust through consistent actions, values and communications. Cooperates and works well with others in the pursuit of team goals, collaborates and shares information and shows consideration, concern and respect for others' feelings and ideas.</li> <li>6. <u>Communication</u>: uses direct, logical persuasion in a discussion or presentation by appealing to reason and by using concrete examples, facts and figures. Clearly explains information and listens to feedback, speaks clearly and concisely and keeps people interested when speaking and uses a polite and considerate manner when dealing with others.</li> <li>7. <u>Service Excellence</u>: aims to exceed targets, sets personal standards of excellence and measures outcomes against them and strives to deliver outcomes in a timely manner. Seeks information needed to solve work problems, identifies and proposes practical solutions to problems and implements and adjusts solutions when endorsed by manager.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualification in the visual arts or art history or related area desirable.</li> <li>• Experience in conducting children's art workshops with relevant knowledge on art making activities and is able to think both creatively and practically.</li> <li>• Experience with customer relationship management (CRM) system Tessitura and Microsoft programs.</li> <li>• Possess a flexible and co-operative approach to team work.</li> <li>• Flexibility to work weekends and evenings.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<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"> <li>• The Truby and Florence Williams Curator of Children's Programs and staff in the Audience Engagement department.</li> <li>• Other staff including in the areas of Corporate Partnerships, Education, Exhibitions Management, Design, Multimedia, Publications and Assets &amp; Facilities.</li> <li>• Key supporters, including donors and corporate partners.</li> <li>• Artists, designers, collaborators and external organisations.</li> </ul>



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<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"><li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li><li>• Hours of duty will be according to work unit requirements.</li><li>• 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 &amp; Environment Inductions.</li><li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li><li>• 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.</li><li>• The NGV requires all employees to have an understanding of its Risk Management Framework.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	<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>
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____  Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____  Name: _____ Date: _____