

The Position:	The Hugh Williamson Curator of Contemporary Architecture and Design
Position Number/Classification:	6892 / VPS 5.1
Reports to:	Senior Curator of Contemporary Architecture and Design
Work Unit:	Contemporary Architecture and Design
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	December 2014
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	This position is responsible for implementing the NGV's collection-building strategy in the area of contemporary design.
1. Accountabilities (duties):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. In consultation with the Assistant Director, Curatorial and Collection Management, significantly contribute to the development and implementation of strategies in relation to the NGV's collection of contemporary design. 2. Work closely with the Assistant Director, Curatorial and Collection Management and the Senior Curator of Contemporary Architecture and Design to build the NGV's collection in contemporary design by sourcing and recommending appropriate acquisitions. 3. Work closely with the Senior Curator of Contemporary Architecture and Design to initiate, research and develop new exhibitions in contemporary design. 4. Initiate, research and produce publications on the NGV's collection of contemporary design. 5. Initiate, coordinate and implement programs, lectures and seminars linked to the Gallery's exhibition program and collection. 6. Facilitate the NGV's engagement with the design community. 7. Ensure that records are created and managed according to the Records Management policy and procedures. 8. Establish and/or maintain a professional network to build relationships, maintain and increase skills base and knowledge, share information and provide identifiable benefits for the NGV. 9. Participate in and support organisational change initiatives by participating in and supporting department / team goals and modelling 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 qualifications in architecture, industrial or interior design or equivalent combined with relevant experience. 1. <u>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice. 2. <u>Organising and planning</u>: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them. 3. <u>Relationship building</u>: establishes and maintains relationships with people at all levels,

	<p>forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals and collaborates and shares information.</p> <p>4. Communication: confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses understanding of individuals to get the best outcomes for the person and organisation, builds behind-the-scenes support for ideas to ensure buy-in and ownership and edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.</p> <p>5. Drive and commitment: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, remains calm and in control under pressure, seizes opportunities and acts upon them and enjoys a vigorous and dynamic environment.</p> <p>6. Environmental scanning: monitors external sources and identifies underlying trends, develops, maintains and uses a variety of systems, processes, and sources to gather information and gain deeper understanding and uses a range of references and professional networks to conduct specific research.</p>
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • Proven ability in the supervision, training and development of interns and volunteers.
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"> • External designers and the design community. • Executive Management Team. • Other senior staff, including but not limited to those from Conservation, Curatorial, Exhibition Design, Exhibition Management, Photographic Services, Publications and Registration.
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.
6. About the role statement	<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>
7. Manager	

Authorisation	Signature : _____ Name : _____ Date : _____
8. Employee Acceptance	Signature : _____ Name : _____ Date : _____