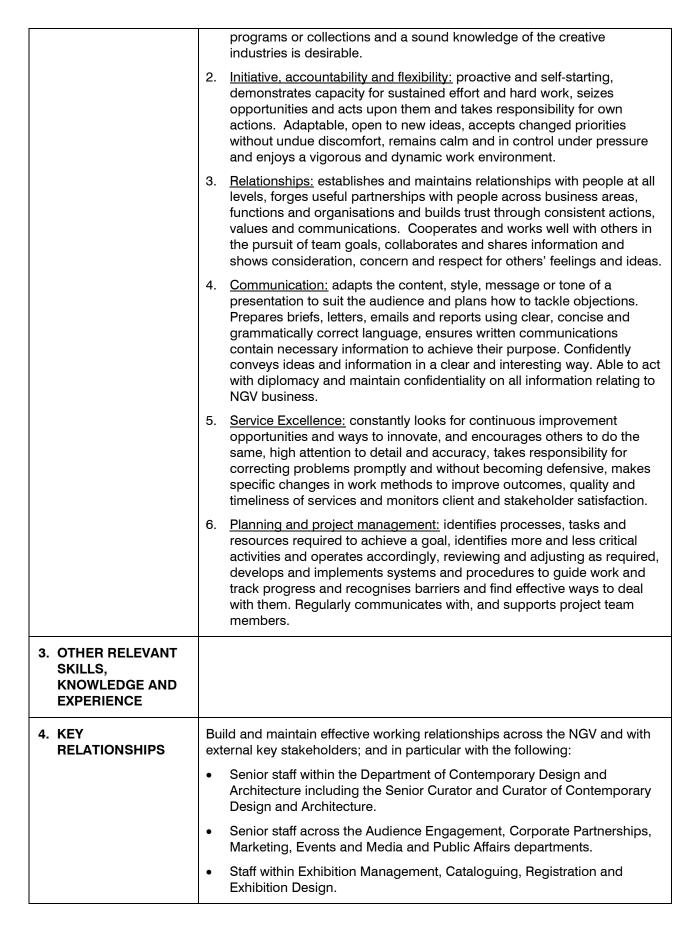
ROLE STATEMENT



THE POSITION:		DESIGN PROJECT OFFICER
POSITION NUMBER/CLASSIFICATION:		6980 / VPS 3.1
REPORTS TO:		The Hugh Williamson Senior Curator of Contemporary Design and Architecture
WORK UNIT:		Contemporary Design and Architecture
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		September 2016
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To contribute to and coordinate a range of projects within the department of Contemporary Design and Architecture with a specific focus on design and architecture programs and events, curatorial and collections support.	
1. ACCOUNTABILITIES (DUTIES):	 In fulfilling the primary focus of the position the incumbent will typically: Contribute to the successful operations of the Contemporary Design and Architecture department, including providing research, project and event coordination and delivery, administrative and curatorial support, including project planning schedules, timelines and budgets. Liaise with staff across the organisation and key external stakeholders to assist with the coordination of the Victorian Design Program and the achievement of its objectives. Participate as a key staff member in project teams for large-scale design and architecture exhibitions, programs and events, and liaise with internal and external stakeholders and programming partners, as required. Prepare reports, proposals, and assist with acquisition proposals, as required. Ensure the maintenance and collation of verbal, written and statistical records and assist with reports and proposals and ensure records are created and managed according to the Records Management policy and procedures. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours. 	
2. THE PERSON – KEY SELECTION CRITERIA	Relevant q coupled w management	purpose of the position, the following attributes are required: qualifications in architecture, design, or arts management ith direct or transferrable experience in exhibition or event ent, publishing and research within a related setting. Previous in administering or assisting with exhibitions, public

ROLE STATEMENT





N G V

ROLE STATEMENT

	 Other staff, including those from Marketing Corporate Partnerships, Multimedia, Curato Facilities and Information Services. External design organisations, partners and 	orial, Finance, Assets &	
5. OTHER RELEVANT INFORMATION	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 uni	t 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 familia understand and adhere to NGV's Policies a time to time.		
	The NGV requires all employees to have ar Management Framework.	n understanding of its Risk	
	Conditions of employment are pursuant to Agreement.	the NGV's Enterprise	
	All new appointments are subject to a three which may be subject to review.	e month probationary period	
6. ABOUT THE ROLE STATEMENT	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.		
7. EMPLOYEE ACCEPTANCE	Signature:		
	Name:	Date:	
8. MANAGER AUTHORISATION	Signature:		
	Name:	Date:	