



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>SENIOR PUBLIC PROGRAMMER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0262 / VPS 4.1	
<b>REPORTS TO:</b>	Head of Audience Engagement	
<b>WORK UNIT:</b>	<b>Audience Engagement</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	July 2016	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	To implement and deliver the NGV's public programs and to manage the Public Programs team and operations.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Oversee the development, research, organisation, communication and management of programs, events and activities for a range of audiences, with a focus on adult visitors.</li> <li>2. Manage the Public Programs team by aligning the team with the organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment.</li> <li>3. Assist the Head of Audience Engagement to develop and implement strategies for public programs in line with the NGV's vision and the strategic direction.</li> <li>4. Participate in the planning and coordination of public programs for major exhibitions, NGV Collection and large-scale projects at the NGV.</li> <li>5. Oversee the development and monitoring of budgets for public programs, in liaison with the Head of Audience Engagement.</li> <li>6. Provide assistance to the Head of Audience Engagement, when required.</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. Extensive experience in the development and coordination of a range of public programs for diverse audiences within a major art institution or similar organisation, supplemented by an appropriate tertiary qualification and sound knowledge of the visual arts.</li> <li>2. <u>Creativity and innovation</u>: Generates new ideas; draws on a range of information sources to identify new ways of doing things; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.</li> </ol>	



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	<ol style="list-style-type: none"> <li>3. <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 and track work progress and recognises barriers and finds effective ways to deal with them.</li> <li>4. <u>Developing others</u>: Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibilities to further the development of others.</li> <li>5. <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; cooperates and works well with others in the pursuit of team goals, collaborates and shares information and encourages resolution of conflict within a group.</li> <li>6. <u>Decisiveness</u>: Makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required.</li> <li>7. <u>Resource management</u>: Prepares and monitors expenditure against budgets; raises resource issues in a constructive and solution-focused way.</li> <li>8. <u>Communication</u>: Confidently conveys ideas and information in a clear and interesting way; understands and meets the needs of target audiences; welcomes constructive feedback and sees things from others' points of view and confirms understanding; Ensures written communications contain necessary information to achieve their purpose.</li> <li>9. <u>Drive and commitment</u>: Enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<p>Demonstrated knowledge and understanding of the principles and practices of Equal Opportunity, Risk Management, Occupational Health and Safety, and ability to apply them to work practices.</p> <p>Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business.</p>
<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>• Head of Audience Engagement and Audience Engagement department staff across the areas of Public Programs, Front of House and Membership.</li> <li>• Other staff, including those from Exhibition Design, Graphic Design, Events, Fundraising, Corporate Partnerships, Marketing, Multimedia, Curatorial and Finance.</li> <li>• External arts organisations, partners and individuals.</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>• 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>	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.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____  Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____  Name: _____ Date: _____