



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>CONSERVATOR OF PAINTINGS</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6074 / VPS 3.2
<b>REPORTS TO:</b>	Senior Conservator of Paintings
<b>WORK UNIT:</b>	Conservation
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	May 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	To provide specialist services for the care and conservation of paintings from the NGV Collection.
<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. Contribute to the treatment programme for paintings in the NGV collection, including developing technical data, written reports and treatment proposals.</li> <li>2. Undertake routine &amp; complex conservation treatments of paintings in the NGV Collection.</li> <li>3. Take on preventive conservation programs to ensure the safekeeping and preservation of paintings on display and in storage.</li> <li>4. Provide advice to NGV Senior Management, Curatorial staff and key stakeholders assisting with loan requests, proposed acquisitions and the development of conservation policy.</li> <li>5. Liaise and advise NGV staff to help deliver Exhibitions and displays of the NGV Collection in a safe and efficient manner.</li> <li>6. Where necessary perform research into the materials and methods used in the manufacture of paintings, as well as techniques to improve preventive care and remedial treatments.</li> <li>7. Maintain an active role in the section's ongoing commitments to technical research, including the upkeep of facilities.</li> <li>8. Contribute towards the studio's commitment to publishing original research generated by studio work activities and the NGV paintings collection. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>9. Provide advice to NGV staff, other cultural and academic institutions and members of the public, regarding preservation and related technical research on paintings.</li> <li>10. Contribute to departmental and team goals and participates in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> </ol>



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	<p>11. Participate and support organisational change initiatives and model NGV values and behaviours.</p>
<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. A tertiary qualification in the conservation of cultural material or equivalent professional training, specialising in the conservation of easel paintings coupled with significant experience of working within the conservation department of a major art museum.</li> <li>2. Demonstrated ability to carry out complex treatments on unique and irreplaceable works of art with particular emphasis on easel paintings.</li> <li>3. Demonstrated experience in the examination, documentation and treatment of paintings and their materials, along with an understanding of preventive conservation strategies for the preservation of easel paintings.</li> <li>4. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal, plans and prioritises work to ensure outcomes are achieved, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them.</li> <li>5. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of the target audiences and expresses own views in a constructive and diplomatic manner. Ensures written communications contain the necessary information to achieve their purpose using appropriate styles and formats.</li> <li>6. <u>Problem solving</u>: seeks all relevant information for problem solving, investigates and probes for the facts, liaises with stakeholders, analyses issues from different perspectives and draws sound inferences from information available and identifies and proposes workable solutions to problems.</li> <li>7. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> <li>8. <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 communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office or equivalent and digital imaging software. A working knowledge of museum database systems and FileMaker Pro would be useful.</li> <li>• Understanding of the function and the ability to operate relevant scientific and technical equipment.</li> <li>• A good knowledge and understanding of the history of art.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Understanding of the operations of an arts institution.</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>• External: lenders (institutional and private), artists, peers (local and international), suppliers and providers of services to the NGV, key support groups of the NGV, particularly those supporting the Conservation department and the public.</li> <li>• Internal: Conservation colleagues, Curatorial, Education, Exhibition Design, Exhibition Management, Exhibitions and Collections Operations, Photographic Services, Public Programs, Publications and Registration.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<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>• 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>
<p><b>6. ABOUT THE ROLE STATEMENT</b></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><b>7. EMPLOYEE ACCEPTANCE</b></p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



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<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____
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