



ROLE STATEMENT

THE POSITION:	ASSISTANT EXHIBITIONS AND COLLECTIONS TECHNICIAN
POSITION NUMBER/CLASSIFICATION:	VPS 2.1
REPORTS TO:	Installation Project Manager
WORK UNIT:	Exhibitions and Collections Operations
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	February 2019
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	Under direction, assist Exhibitions and Collection Installation staff with the responsibilities of safely moving, handling, packing, mounting, lighting, installing and de-installing art works and display support material for a range of exhibitions, collection displays, collection management activities and programs.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under the direction of the Technical Coordinators, Exhibitions and Collection Installation and/or the Exhibitions and Collection Installation Technicians, install and de-install exhibitions, collection displays, and other projects at both NGV sites (as well as the off-site storage facility), provide assistance with lighting displays, and pack works of art for transport and long term storage. All practices will be maintained in accordance with accepted international and museum and conservation best practice standards. 2. Assist with the installation of a range of display support material for exhibitions, collection displays, programs and events. 3. Be accountable for inspecting all objects handled and reporting any damages or deterioration to the Manager, Exhibitions and Collection Operations; the Technical Coordinators, Exhibitions and Collection Installation; the Assistant Director, Exhibitions Management and Design, and the relevant conservator, as directed. 4. Under direction, collect and install works of art at various public sector locations, private residences and offices. 5. Under the direction of the Installation Project Manager, ensure the Collection management procedures for recording the movement of works of art is precise, accurately maintained and meets audit requirements. This includes ensuring all location tracking documentation is completed accurately, in a timely manner, and to accepted best practice standards. Conduct inventories as required. 6. Adhere to OH&S principles for manual handling, operation of fork-lift, scissor lifts and other equipment as required.

	<ol style="list-style-type: none"> 7. Under direction move and set up display cases as required for exhibition and Permanent collection changeover activities. 8. Ensure equipment is maintained in a serviceable order, and conduct monthly inventories of tool trolleys. Maintain general housekeeping of the collection and holding stores and Exhibitions and Collection Installation workshop. Report back to the Installation Project Manager. 9. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 10. Participate and support organisational change initiatives and model NGV values and behaviours.
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Proven experience and a sound knowledge of the technical methods of art handling and lighting to international museum and conservation best practice standards, along with the ability to acquire new knowledge, skills, and techniques, as required. 2. <u>Organisation and planning</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work, addresses priority tasks first, seeks the expertise and advice of the people around them and identifies and proposes practical solutions to problems. 3. <u>Personal drive and commitment</u>: proactive and self-starting, takes responsibility for own actions, enthusiastic and committed. Demonstrated capacity for sustained effort and hard work, completing tasks to deadlines and with a high attention to detail. Remains calm, maintains a consistent pattern of behaviour under pressure and accepts changed priorities. 4. <u>Relationship building and teamwork</u>: builds trust through consistent action and communication across all departments, cooperates and works well with others in the pursuit of team goals, takes responsibility for correcting problems promptly and without becoming defensive. 5. <u>Ideas and decision making</u>: has creative ideas and can project how these can link to innovations. Makes rational and sound decisions based on a consideration of the facts and alternatives, making quick decisions where required and trusts own ability. Listens to, and considers, criticism. 6. <u>Communications</u>: uses a polite and considerate manner when dealing with others, aware of people’s moods and temperament, constructively communicates concerns and issues and clearly explains information and listens to feedback. 7. <u>Self-management</u>: strives to deliver outcomes to a high standard and in a timely manner, explains what needs to be done and ensures people have the necessary information, has a realistic and balanced view of own strengths and weaknesses and focuses on the most important goals and accepts responsibility for own actions.



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<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • The lifting and movement of heavy objects is an inherent requirement of the position and therefore the applicant is required to be physically fit. Successful applicants will be required to undergo a fitness assessment prior to commencing work at the NGV. • Possession of class “LF” Work Cover forklift licence, a scissor lift operating ticket, an endorsed truck license and a current Australian drivers licence would be an advantage. • Familiarity with and understanding of the relevant standards for electricity and lighting, with sound knowledge and experience of museum/art gallery lighting techniques. • Experience in mount making, silver solder and/or welding experience would be advantageous. • An appreciation of art and/or knowledge of the NGV collection would be considered an advantage.
<p>4. KEY RELATIONSHIPS</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"> • Conservation, Registration, Curatorial, Exhibition Design, Exhibition Management, Facilities and Operations, Carpenters, Multimedia, Photography. • Visiting art couriers. • Government loans borrowers. • Commercial fine art carriers.
<p>5. OTHER RELEVANT INFORMATION</p>	<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. • 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. • 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.



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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: _____