



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EDITORIAL COORDINATOR, AUDIENCE ENGAGEMENT</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	7004 / VPS 3.1
<b>REPORTS TO:</b>	Audience Engagement Manager
<b>WORK UNIT:</b>	Audience Engagement and Learning
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	June 2019
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	To support the planning, administration, coordination and delivery of digital and print projects via the Audience Engagement and Learning department that aim to enhance engagement with the NGV Collection and exhibitions.
<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. Perform the duties of Editorial Coordinator, NGV Magazine, including supporting the editorial and design team in the administration, planning, commissioning, art direction and production of NGV Magazine and related promotions and resources.</li> <li>2. Plan and coordinate the delivery of a range of digital and print audience engagement initiatives to support diverse audiences to engage with the NGV Collection and exhibitions. These include but are not limited to interpretive resources and internal NGV and external collaborative projects.</li> <li>3. Utilise high-level attention to detail, writing and analytical skills to read, write and review a wide range of texts for different audiences, purposes and platforms.</li> <li>4. Provide high-level administrative support to create and ensure project plans, production schedules and budgets are coordinated in a timely manner. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>5. Liaise with internal and external stakeholders, participate in and support cross-departmental projects and events as required.</li> <li>6. Contribute to ongoing development and improvements to processes and procedures.</li> <li>7. Support organisational change initiatives by participating in and supporting department and team goals, modelling NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> </ol>



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<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. Demonstrated experience working in a creative content role in publishing, magazines, editorial or a related creative field, supplemented by sound knowledge of, or interest in, visual arts, culture and design as well as experience coordinating multiple projects and timelines.</li><li>2. <u>Time management, organisation &amp; planning</u>: Plans and prioritises work to ensure outcomes are achieved, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and implements systems and procedures to guide and track progress and recognises barriers and finds effective ways to deal with them.</li><li>3. <u>Written communication</u>: Prepares briefs, letters, emails, reports, scripts, resources or editorial using clear, concise and grammatically correct language, uses appropriate style and formats, is aware of the intended audience and purpose when writing or reviewing texts. Proven editing, proofreading, writing and research skills, preferably in an art, ideas or creative environment.</li><li>4. <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 own experience and is open to new ways to improve practice. Ideally has experience working with both written and visual content to achieve dynamic, engaging outcomes.</li><li>5. <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>6. <u>Teamwork</u>: Cooperates and works well with others in the pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others’ feelings and ideas, accommodates and works well with the different working styles of others.</li><li>7. <u>Initiative, accountability and flexibility</u>: Proactive and self-starting, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas, accepts changed priorities without undue discomfort, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li><li>8. <u>Service Excellence</u>: Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, high attention to detail and accuracy, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of services and monitors client and stakeholder satisfaction.</li></ol>
<b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business.</li><li>• Flexibility to work weekends and evenings if required.</li></ul>



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	<ul style="list-style-type: none"> <li>• Proficient skills in Adobe DC and Indesign, Microsoft PowerPoint, Word and Excel, and e-communication platforms such as Wordfly and WordPress highly desirable.</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 with the following:</p> <ul style="list-style-type: none"> <li>• Senior staff within the Audience Engagement and Learning department, including the Audience Engagement Manager and Associate Director, Audience Engagement and Learning.</li> <li>• Audience Engagement department staff across the areas of NGV Members, Public Programs, NGV Kids, Front of House and Learning.</li> <li>• Other staff, including those from Design, Marketing, Corporate Partnerships, Fundraising, Curatorial, Multimedia, Finance and Information Services.</li> <li>• External contributors, suppliers, partners and individuals.</li> </ul>
<p><b>1. 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>• On occasions you may be required to work in other departments within the Gallery.</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>2. 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>



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<b>3. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>4. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____