



ROLE STATEMENT

THE POSITION:		EXHIBITIONS ASSISTANT
POSITION NUMBER/CLASSIFICATION:		6048 / VPS 2.2
REPORTS TO:		Senior Exhibitions Coordinator
WORK UNIT:		Exhibition Management
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		March 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To provide administrative support to the Exhibitions Management team.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none">1. Provide high quality administrative support, including managing incoming and outgoing correspondence, coordinating lists (internal and external) for exhibition events, distributing catalogues to key stakeholders, proof-reading materials from multimedia, marketing and media and assisting with the preparation and collation of documents, meeting agendas and minutes.2. Assist in preparing project timelines, scheduling project meetings and maintain and update the exhibitions and installation schedule and the Exhibition Management Portal on the Intranet.3. Provide assistance with procurement and contract administration, such as preparing requisitions and monitoring payments against contractual obligations.4. Organise intrastate, interstate and international business travel and accommodation for couriers and VIPs, as required. This includes coordinating contra arrangements through Corporate Partnerships and completing hospitality expenditure paperwork.5. Assist with the preparation of presentations and reports, such as exhibition reports, annual report, Director's report and Trustee reports, as required.6. Ensure that records are created and managed according to the Records Management policy and procedures.7. 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).8. Participate in and support organisational change initiatives and model NGV values and behaviours.	

2. THE PERSON – KEY SELECTION CRITERIA	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. <u>Written and verbal communication</u>: prepares basic letters, emails and reports using clear, concise and grammatically correct language, organises information in a logical sequence and includes content appropriate for the purpose and audience. Ability to handle highly sensitive and confidential information and material. Excellent interpersonal skills, with an emphasis on tact and discretion. 2. <u>Time management, organisation and planning</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work, addresses priority tasks first and focuses on the most important goals. 3. <u>Detail Focus</u>: observes fine details, identifies gaps in information; and highlights practical considerations of plans and activities. 4. <u>Advanced Computer skills</u>: uses a wide range of software application features for word processing, spreadsheets, etc. Assists others with problem-solving on word processing and related applications. 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. 6. <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.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> •
4. KEY RELATIONSHIPS	<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"> • Other staff from Conservation, Curatorial, Exhibitions Management and Design and Registration.
5. OTHER RELEVANT INFORMATION	<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



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	<p>to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</p> <ul style="list-style-type: none">• 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.• 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.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>