



ROLE STATEMENT

THE POSITION:	PROJECT COORDINATOR (PUBLIC PROGRAMS)
POSITION NUMBER/CLASSIFICATION:	6895 / VPS 3.1
REPORTS TO:	Senior Public Programmer
WORK UNIT:	Audience Engagement, Public Programs
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	February 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	To coordinate and implement the successful delivery of a range of NGV Public Programs projects.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will liaise with the Senior Public Programmer to typically:</p> <ol style="list-style-type: none"> 1. Deliver high quality public programs, events and activities for diverse audiences, with a focus on adult visitors and members, including research, development, coordination, delivery and evaluation, with clear revenue streams and responding to audience engagement objectives. 2. Participate as a key staff member in the successful implementation of large-scale cross-departmental public programs, including internal and external events and collaborative projects, with a focus on exceptional project and event management. 3. Contribute to the planning, delivery and evaluation of public program initiatives with key NGV Corporate Partners to meet agreed objectives and work collaboratively with internal and external stakeholders. 4. Provide high quality coordination and administrative skills to develop and maintain planning schedules, budgets and resources, write, coordinate, edit and upload communications, and ensure relevant procedural documentation is completed with specific timeframes. 5. Ensure the maintenance and collation of verbal, written and statistical records in a timely manner and contribute to the development of reports, proposals and budgets. Ensure that records are created and managed according to the Records Management policy and procedures. 6. Develop and implement innovative strategies to contribute to the continuous improvement of processes and procedures. 7. Supervise and train casual Public Programs staff as necessary. 8. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours.



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<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. Experience in end-to-end event and/or project management including developing, coordinating and evaluating innovative, engaging and high quality audience engagement experiences within a major institution or similar organisation.2. <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 and recognises the merits of different options and acts accordingly.3. <u>Relationships</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and builds trust through consistent actions, values and communications. Cooperates and works well with others in the pursuit of team goals, collaborates and shares information and shows consideration, concern and respect for others’ feelings and ideas.4. <u>Communication</u>: sells own ideas by linking them to others’ values, needs and goals and negotiates and implements a well-planned course of action to achieve a specific impact. Confidently conveys ideas and information to internal and external stakeholders and welcomes constructive feedback, understands and meets the needs of target audiences and sees things from others’ points of view and confirms understanding.5. <u>Service Excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, makes specific changes in work methods to improve outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction. Seeks all relevant information for problem solving, investigates and probes for facts and identifies and proposes practical solutions to problems.6. <u>Environmental Scanning</u>: contacts others, not immediately involved, to obtain their perspective and expertise, consults experts to gain broader and deeper understanding of a specific issue and seeks underlying reasons for an issue.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.8. <u>Planning and project management</u>: develops and implements systems and procedures to guide work and track progress and identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. Maintains accurate project records, carefully prepares and monitors expenditure against budgets and organises and coordinates administrative tasks.
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<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business • Possess a flexible and co-operative approach to team work. • Flexibility to work weekends and evenings. • Sound knowledge or an interest in the visual arts and/or art history.
<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"> • Senior Public Programmer. • Senior staff within the Audience Engagement department, including the Associate Director, Audience Engagement and Learning. • Audience Engagement department staff across the areas of NGV Members, Public Programs, Front of House and Education. • Other staff, including those from Marketing, Events, Fundraising, Corporate Partnerships, Multimedia, Curatorial, Finance, Assets & Facilities and Information Services. • External arts organisations, partners and individuals.
<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.
<p>6. ABOUT THE ROLE STATEMENT</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</p>



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	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: _____