ROLE STATEMENT

THE POSITION:	**CATALOGUER, FRED WILLIAMS COLLECTION**
POSITION NUMBER/CLASSIFICATION:	TBC / VPS 3.1
REPORTS TO:	Senior Curator of Prints and Drawings
WORK UNIT:	Prints and Drawings
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	April 2021

VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position will be responsible for the provision of a range of curatorial and administrative duties relating to the NGV's Fred Williams Collection.
1. ACCOUNTABILITIES (DUTIES):	In fulfilling the primary focus of the position the incumbent will typically: 1. Work closely with the Senior Curator of Prints and Drawings to undertake the cataloguing of the Fred Williams Collection in accordance with NGV Cataloguing protocols. 2. Undertake research to verify full documentation of the works. 3. Ensure the registration documentation of the works is updated in the NGV's collection management database, Vernon. 4. Co-ordinate the photography of the Williams Collection in liaison with the Photographic studio and organise the storage of the works in consultation with Registration and Conservation. 5. Work closely with the Senior Curator of Prints and Drawings to prepare a range of administrative internal and external paperwork relating to the Fred Williams works. 6. Assist in the preparation of exhibition / display documentation of the Williams Collection. 7. Work closely with other team members of the Prints and Drawings Department and liaise with staff from the Cataloguing, Registration, Conservation and Photographic Services departments. 8. Other duties, as directed. 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 in and support organisational change initiatives and model NGV values and behaviours.

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2. THE PERSON – KEY SELECTION CRITERIA	To achieve the purpose of the position, the following attributes are required: 1. Proven experience in cataloguing works on paper within a museum environment. Sound knowledge of cataloguing conventions for drawings and prints desirable. 2. Knowledge of Vernon CMS highly desirable in addition to knowledge of museum registration documentation systems. 3. Knowledge of Australian and/ or International prints and drawings supplemented by related tertiary qualification. Previous experience with documenting and administering collections within a museum environment is desirable. 4. Proven experience in safe handling of art works. 5. Organising and planning: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and addresses priority tasks first. 6. Detail focus: observes fine details, and ensures accuracy and consistency of data. 7. Planning and project management: identifies processes, tasks and resources to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them. Regularly communicates with manager and project team members. 8. Relationship building and teamwork: establishes and maintains relationships with people at all levels, builds trust through consistent actions, values and communication and minimises surprises. Cooperates and works well with others in pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 9. Drive and commitment: demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, remains calm and in control under pressure, seizes opportunities and acts upon them, perseveres to achieve goals, even in the face of obstacles and takes responsibility for own actions.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	• Ability to undertake research.
4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: • Cataloguing; • Registration; • Conservation; and • Photographic Services.

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5. OTHER RELEVANT INFORMATION	• 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 and Environment Inductions. • In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, the National Gallery of Victoria (NGV) is committed to upholding the Victorian 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.
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: _____