



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>PROGRAMMING COORDINATOR</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6805 / VPS 3.1
<b>REPORTS TO:</b>	Public Programs Manager
<b>WORK UNIT:</b>	<b>Audience Engagement &amp; Learning</b>
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	May 2021
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	To research, develop, coordinate, implement and evaluate a range of NGV Public Programs.
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position, the incumbent will liaise with the Public Programs Manager and Senior Programming Coordinator to typically:</p> <ol style="list-style-type: none"> <li>1. Develop and deliver high quality, innovative and creative 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 relating to NGV exhibitions and NGV's permanent collection.</li> <li>2. Participate as a key staff member in project teams for large-scale cross-departmental public programs and events, such as NGV Friday Nights, festivals and major events and programs with a focus on adult learning outcomes.</li> <li>3. Liaise with internal and external stakeholders and programming partners as necessary on the successful development and delivery of public programs.</li> <li>4. Contribute to the planning, delivery and evaluation of initiatives with key NGV Program Partners to meet agreed objectives.</li> <li>5. Develop and maintain knowledge of local, national and international audience engagement and public program trends and apply this knowledge to enhance NGV programs.</li> <li>6. 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.</li> <li>7. 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.</li> <li>8. Develop and implement innovative strategies to contribute to the continuous improvement of processes and procedures.</li> </ol>



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	<p>9. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours.</p>
<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. <u>Experience</u>: previous experience in developing, coordinating and evaluating innovative, engaging and high quality audience engagement experiences within a major art institution or similar organisation.</li> <li>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.</li> <li>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.</li> <li>4. <u>Communication</u>: uses direct, logical persuasion in a discussion or presentation by appealing to reason and by using concrete examples, facts and figures. Clearly explains information to internal and external stakeholders and listens to feedback, speaks clearly and concisely and keeps people interested when speaking and uses a polite and considerate manner when dealing with others.</li> <li>5. <u>Service Excellence</u>: aims to exceed targets, sets personal standards of excellence and measures outcomes against them and strives to deliver outcomes in a timely manner. Seeks information needed to solve work problems, identifies and proposes practical solutions to problems and implements and adjusts solutions when endorsed by manager.</li> <li>6. <u>Environmental Scanning</u>: consults available sources to gather relevant information, seeks the expertise and advice of the people around them and keeps up-to-date with relevant information.</li> <li>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.</li> <li>8. <u>Planning and project management</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and addresses priority tasks first. Maintains accurate project records, carefully monitors budgets and expenditure and organises and coordinates administrative tasks.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business</li> <li>• Possess a flexible and co-operative approach to team work.</li> <li>• Flexibility to work weekends and evenings.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Intermediate knowledge of the visual arts and art history.</li> <li>• Tertiary degree or equivalent in Art History preferred.</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 in particular with the following:</p> <ul style="list-style-type: none"> <li>• Public Programs Manager</li> <li>• Senior staff within the Audience Engagement department, including the Assistant Director, Curatorial and Audience Engagement.</li> <li>• Curatorial department staff across the areas of Asian Art, Australian Art, Contemporary Art, Contemporary Design &amp; Architecture, Decorative Arts, Fashion &amp; Textiles, Indigenous Art, International Art, Photography and Prints &amp; Drawings.</li> <li>• Audience Engagement department staff across the areas of NGV Members, Kids &amp; Teens, Public Programs, Learning and Front of House.</li> <li>• Other staff, including those from Marketing, Events, Fundraising, Corporate Partnerships, Multimedia, Finance, Assets &amp; Facilities and Information Services.</li> <li>• External organisations, partners and individuals.</li> </ul>
<p><b>5. 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>• The NGV requires all employees to have an understanding of its Risk Management Framework.</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>6. 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</p>



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	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.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____