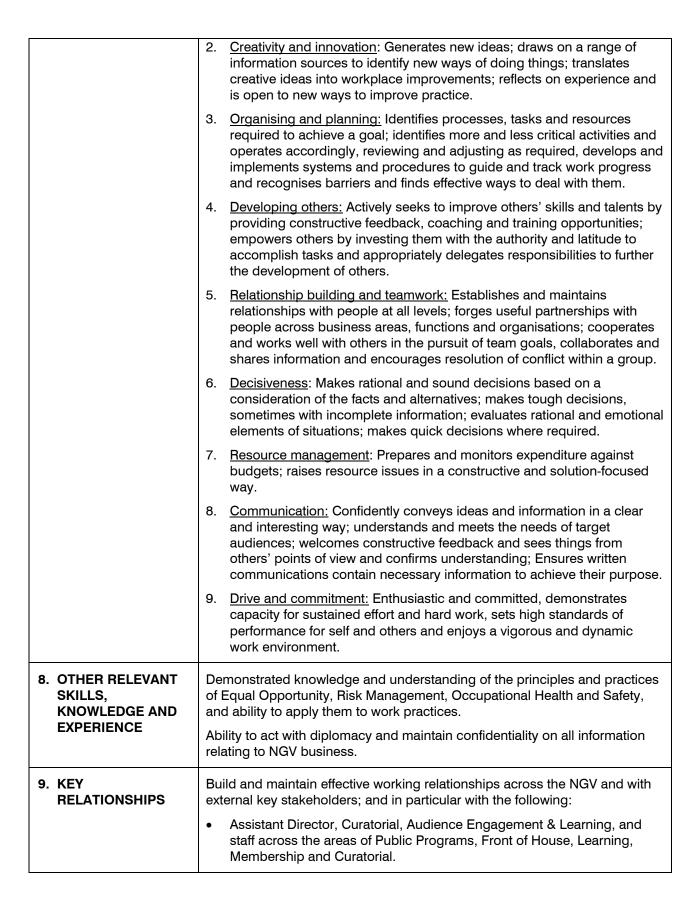
ROLE STATEMENT



THE POSITION:		SENIOR PUBLIC PROGRAMMER
POSITION NUMBER/CLASSIFICATION:		6896 / VPS 4.1
REPORTS TO:		Public Programs Manager
WORK UNIT:		Audience Engagement & Learning
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		July 2021
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To conceptualise and oversee the delivery of inspiring programs and events for adults that expand the experience of the NGV Collection and exhibitions in line with the NGV's vision and strategic direction.	
ACCOUNTABILITIES (DUTIES):	 In fulfilling the primary focus of the position the incumbent will typically: Assist the Public Programs Manager to conceptualise new and innovative public programs and develop and implement strategies that align public programs with the NGV's strategic direction. Support the development and management of external programming partnerships. Oversee the development, research, organisation, communication, evaluation, management and continuous improvement of public programs and events, courses, and digital programs for a range of audiences, with a focus on adult visitors, including NGV Members. Manage staff by aligning work tasks with organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. Oversee the development and monitoring of budgets and reports for public programs, in liaison with the Public Programs Manager. 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) Initiate and participate in cross-departmental initiatives that support exhibitions, major projects and the NGV Collection. 	
7. THE PERSON – KEY SELECTION CRITERIA	Extensive public pro- similar org	e purpose of the position, the following attributes are required: experience in the development and coordination of a range of grams for diverse audiences within a major art institution or janisation, supplemented by an arts history or education alification and sound knowledge of the visual arts.

ROLE STATEMENT





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	 Other staff, including those from Exhibition Design, Graphic Design, Events, Fundraising, Corporate Partnerships, Marketing, Multimedia, Assets & Facilities and Finance. 		
	External arts organisations, partners and individuals.		
10.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 & Environment Inductions.		
	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.		
11.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.		
12.EMPLOYEE ACCEPTANCE	Signature:		
	Name: Date:		
13.MANAGER AUTHORISATION	Signature:		
	Name: Date:		