



# ROLE STATEMENT

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| <b>THE POSITION:</b>                   | <b>CURATORIAL PROJECT OFFICER, INDIGENOUS ART</b>   |
| <b>POSITION NUMBER/CLASSIFICATION:</b> | TBC / VPS 3.1   |
| <b>REPORTS TO:</b>                     | Senior Curator, Indigenous Art  |
| <b>WORK UNIT:</b>                      | <b>Curatorial</b>   |
| <b>ORGANISATION:</b>                   | National Gallery of Victoria  |
| <b>LOCATION:</b>                       | 180 St Kilda Rd, Melbourne 3004   |
| <b>DATE OF REVIEW</b>                  | November 2021   |
| <b>VISION</b>                          | Creating an inspiring future: enriching our understanding of art and life.  |
| <b>PRIMARY FOCUS OF THE POSITION:</b>  | Curatorial and administrative duties that support the Indigenous Art Department, including exhibitions and displays, major projects and the development and management of the NGV Collection.   |
| <b>1. ACCOUNTABILITIES (DUTIES):</b>   | <p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"><li>1. Provide high quality curatorial administration support including developing and maintaining project schedules and budgets, preparing proposals, reports and correspondence.</li><li>2. Assist the Senior Curator with the research, development and implementation of displays and exhibitions, and provide administration and project support for major projects.</li><li>3. Contribute to the safekeeping, maintenance and development of the Collection, including undertaking cataloguing duties, preparing proposals and reports and accurately following processes relating to acquisitions and donations and related administration.</li><li>4. In consultation with the Senior Curator, research, collate and draft content and interpretation for use in publications, marketing materials, resources, exhibitions and programs.</li><li>5. In consultation with relevant staff, research, prepare, and deliver or assist with programs and events related to the Collection and exhibitions as required.</li><li>6. Participate in cross-disciplinary project teams, as required.</li><li>7. Ensure the maintenance and collation of verbal, written and statistical records and assist with reports and proposals, ensuring records are created and managed according to the Records Management policy and procedures.</li><li>8. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours.</li></ol> |



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| <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>Tertiary qualification</u> in a related field, coupled with direct or transferrable experience in administration and project management (i.e. exhibitions, collections or events), publishing or research within a related setting desirable. A sound knowledge of Indigenous art highly desirable.</li><li>2. <u>Initiative, accountability and flexibility</u>: proactive and self-starting, demonstrates capacity for sustained effort and hard work, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas, accepts changed priorities without undue discomfort, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li><li>3. <u>Communication</u>: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections. Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose. Confidently conveys ideas and information in a clear and interesting way. Able to act with diplomacy and maintain confidentiality on all information relating to NGV business.</li><li>4. <u>Time management, organisation and planning</u>: plans and prioritises work to ensure outcomes are achieved, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and implements systems and procedures to guide and track progress and recognises barriers and finds effective ways to deal with them.</li><li>5. <u>Relationship building and teamwork</u>: 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.</li><li>6. <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>7. <u>Detail focus</u>: observes fine details, identifies gaps in information; highlights practical considerations of plans and activities.</li><li>8. <u>Planning and project management</u>: identifies processes, tasks and resources required 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 find effective ways to deal with them. Regularly communicates with, and supports project team members.</li><li>9. <u>Service Excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, high attention to detail and accuracy, takes responsibility for</li></ol> |
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|  | <p>correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of services and monitors client and stakeholder satisfaction.</p>   |
| <p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p> | <ul style="list-style-type: none"> <li>• Proficient skills in Adobe Creative Suite, Office Suite, and WordPress desirable.</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>• NGV Executive Management Team, Associate Directors and staff</li> <li>• Senior Curator, Indigenous Art and staff</li> <li>• Other staff within the Curatorial and Audience Engagement department</li> <li>• Other staff, including those from Finance; Governance, Policy, Planning &amp; IT; Conservation; Marketing &amp; Corporate Partnerships; Fundraising &amp; Events; and Exhibitions Management, Design and Multimedia</li> <li>• Key internal and external stakeholders, including artists and representatives; donors; corporate partners; government representatives; volunteers; museum and gallery professionals; and visitors</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>• On occasions you may be required to work in other departments within the Gallery.</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> |



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| <b>6. ABOUT THE ROLE STATEMENT</b> | 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. |
| <b>7. EMPLOYEE ACCEPTANCE</b>      | Signature: _____<br>Name: _____ Date: _____  |
| <b>8. MANAGER AUTHORISATION</b>    | Signature: _____<br>Name: _____ Date: _____  |