ROLE STATEMENT

THE POSITION:	**PROGRAM COORDINATOR, MELBOURNE DESIGN WEEK**
POSITION NUMBER/CLASSIFICATION:	7129 / VPS 3.1
REPORTS TO:	Senior Curator Contemporary Art, Design and Architecture
WORK UNIT:	**Contemporary Design and Architecture**
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	March 2022

VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	To support the successful coordination, delivery and evaluation of Melbourne Design Week (MDW) programs. Melbourne Design Week is an initiative of the Victorian Government through Creative Victoria, delivered by the NGV.
1. ACCOUNTABILITIES (DUTIES):	In fulfilling the primary focus of the position, the incumbent will liaise with the Senior Curator, other NGV staff and key stakeholders to typically: 1. Lead the successful coordination of Melbourne Design Week (MDW) programs at the NGV and externally, to ensure programs are delivered on time and to a high standard that meets agreed objectives. 2. Lead the MDW expressions of interest process, with a focus on active industry engagement, to ensure ensure high quality, innovative and creative exhibitions, programs, events and activities are presented by the design community as part of the MDW program. 3. Liaise with key internal and external stakeholders to ensure the successful development and delivery of MDW programs, including utilising demonstrated research and innovation skills, along with high level administration skills, to develop, manage and implement the MDW program and timeline, key milestones, budgets, resources and communications. 4. Coordinate evaluation and reporting on the MDW program to meet agreed objectives, including the maintenance and collation of verbal, written and statistical records in a timely manner. Ensure that records are created and managed according to the Records Management policy and procedures. Develop and implement innovative strategies to contribute to the continuous improvement of processes and procedures. 5. Lead staff and teams by aligning them 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. This also includes ensuring a safe and healthy environment.

	6. 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). 7. Participate in and support organisational change initiatives and model NGV values and behaviours.
2. THE PERSON – KEY SELECTION CRITERIA	To achieve the purpose of the position, the following attributes are required: 1. Experience: Demonstrated previous experience in developing, coordinating and evaluating innovative, high quality programs, which may include administering exhibitions, community events or festivals. Demonstrated experience in the design and architecture sector is desirable. Tertiary qualification in the arts or design is desirable. 2. Initiative, accountability and flexibility: 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. Relationships: Forges useful partnerships with people in other 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. Pre-existing networks and awareness of local and national design, craft and architecture communities are desirable along with demonstrated experience of developing and maintaining successful working relationships with sector representatives. 4. Communication: 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. 5. Service Excellence: 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. 6. Environmental Scanning: 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. 7. Drive and commitment: 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. Planning and project management: 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.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	• Proficient skills in Microsoft Word and Excel, Adobe DC and Indesign, and e-communication platforms such as Wordfly and WordPress are highly desirable.
4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: • NGV Executive Management Team, Associate Directors and staff. • MDW staff and staff from other NGV departments including Curatorial & Audience Engagement, Exhibitions Management, Design & Multimedia, Marketing, Media & Corporate Partnerships, Fundraising & Events, and Finance. • Major MDW stakeholders including government departments and representatives, industry bodies, exhibitors and participants • Internal and external service providers.
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 & 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 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. • On occasions you may be required to work in other departments within the Gallery. • 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: _____