Position information package
Exhibitions Manager
Clerk Grade 6-7
Position number: 13/EX3038

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Clerk Grade 6-7
Position number: 13/EX3038

Dear applicant,

Thank you for your interest in applying for the position of **Exhibitions Manager** at the Art Gallery of New South Wales.

The Art Gallery of New South Wales is a State institution and part of the Department of Trade & Investment, Regional Infrastructure & Services. With significant Australian and international collections, the Gallery attracts around 1.3 million visitors annually and is an active institution with extensive public programs, corporate and internal functions.

The Gallery offers a stimulating and enjoyable environment to work in as well as a number of beneficial employment conditions, including:

- five-minute walk to Martin Place and St James train stations and buses
- salary packaging for superannuation, leasing vehicles & transport tickets
- favourable leave conditions
- Employee Assistance Program to provide confidential counselling services to staff members and their families

This employment information package includes: a copy of the advertisement, the position description and a guide to applying for positions in the NSW Public Sector.

If you require further details about this position, please contact Charlotte Davy, Senior Manager, Exhibitions on + 61 2 9225 1857 or email charlotte.davy@ag.nsw.gov.au

We look forward to receiving your application.

Regards,

Donna Grubb
Manager, Human Resources

Position advertisement

Position title
Exhibitions Manager
Clerk Grade 6-7
Temporary full-time position for up to two years
Position no: 13/EX3038

Role description

The Art Gallery of New South Wales, in Sydney, is seeking an experienced exhibitions manager to fill this temporary position for up to two years.

The successful candidate will deliver allocated exhibitions at the Gallery, from initial concept through all stages of planning to successful realisation at the Gallery and at any subsequent tour venues. This role facilitates exhibition teams to realise the concept and presentation of agreed exhibitions, and ensures that human and financial resources are responsibly managed for each assigned project. This role negotiates, manages and monitors the contractual obligations for allocated incoming package exhibitions and outgoing touring exhibitions.

Inquiries should be directed to Ms Charlotte Davy, Senior Manager, Exhibitions on +61 2 9225 1857 or email charlotte.davy@ag.nsw.gov.au

Salary package

Total salary package valued up to $95,595 per annum, including salary range $79,199- $86,472 plus 9.25% employer's contribution to superannuation and annual leave loading.

Selection criteria

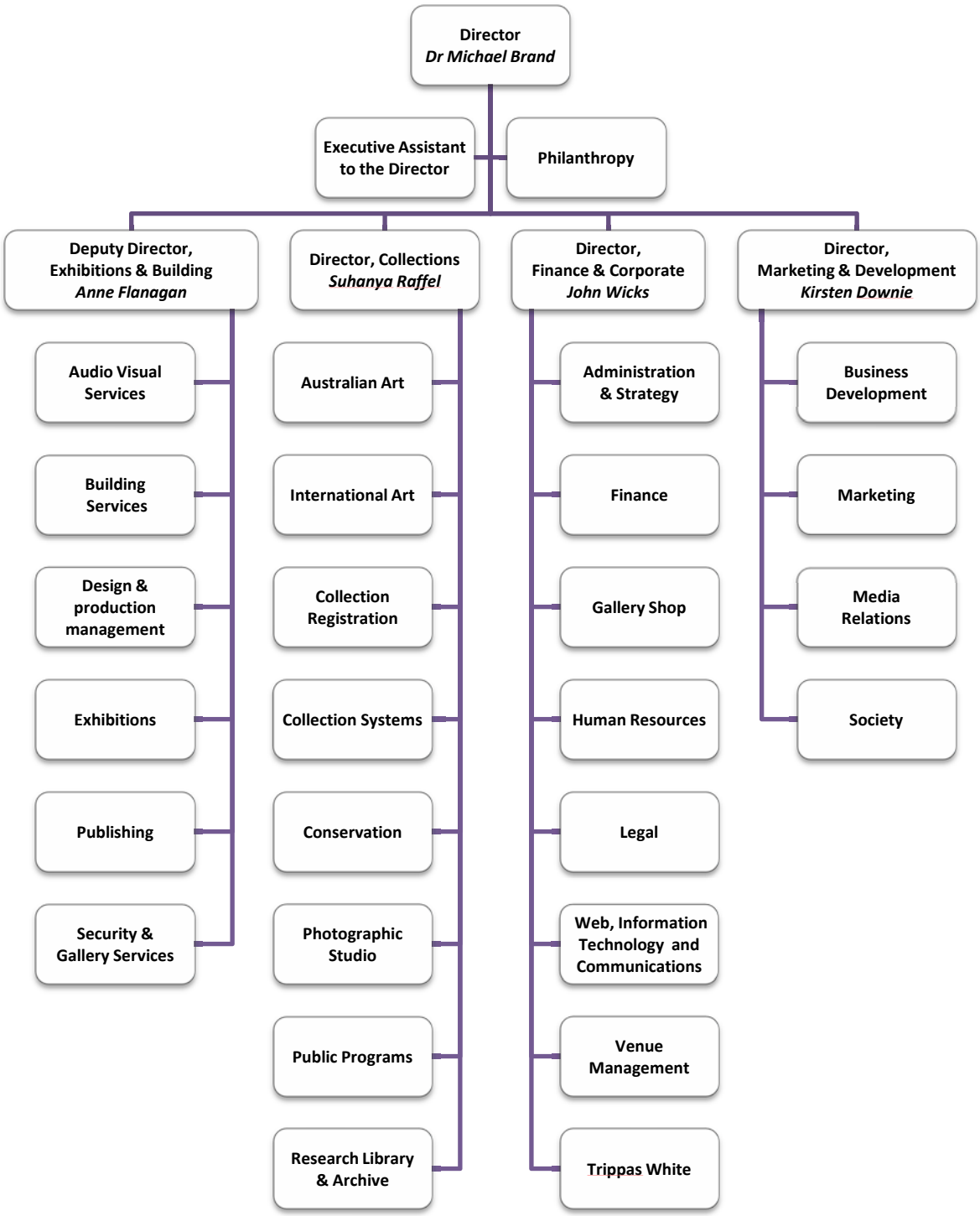
1. Tertiary degree in fine art/art history
2. Proven exhibition project management skills, including staff and contractor management, and resource and logistical planning
3. Proven experience managing exhibition budgets
4. Demonstrated experience negotiating and managing contracts
5. Working knowledge of exhibition design, construction and installation, and experience working with designers and technical staff to resolve display issues
6. Working knowledge of exhibition interpretative strategies and audience engagement
7. Experience using project management software and museum-specific relational databases
8. Appropriate level of communication skills as a manager with strong facilitation, negotiation and interpersonal skills

Applications

Apply online at http://jobs.nsw.gov.au/ (search for 'Art Gallery' in keywords)

Closing date for applications

Wednesday 18 September 2013


Director
Dr Michael Brand
Executive Assistant to the Director
Philanthropy
Deputy Director, Exhibitions & Building
Anne Flanagan
Director, Collections
Suhanya Raffel
Director, Finance & Corporate
John Wicks
Director, Marketing & Development
Kirsten Downie
Audio Visual Services
Building Services
Design & production management
Exhibitions
Publishing
Security & Gallery Services
Australian Art
International Art
Collection Registration
Collection Systems
Conservation
Photographic Studio
Public Programs
Research Library & Archive
Administration & Strategy
Finance
Gallery Shop
Human Resources
Legal
Web, Information Technology and Communications
Venue Management
Trippas White
Business Development
Marketing
Media Relations
Society

Position description - role specific information

Position title
Exhibitions Manager

Organisation
Art Gallery of New South Wales (hereafter referred to as AGNSW or the Gallery)
Art Gallery Road, The Domain, Sydney NSW 2000

Division
Exhibitions and Building

Reports to
Senior Manager, Exhibitions

Direct reports
Nil

Role context
The AGNSW is a State institution and part of the Department of Trade & Investment, Regional Infrastructure & Services (DTRIS). The AGNSW attracts around 1.3 million visitors annually. It has significant collections of art including Aboriginal, Australian, Asian and European and presents a dynamic program of national and international exhibitions involving significant loans. The AGNSW is an active cultural institution with extensive corporate and internal functions.

The AGNSW is located adjacent to The Domain, and has an off-site collection store and manages the Brett Whiteley Studio in Surry Hills as well as leasing a storage facility at Padstow. The Gallery employs 335 people on an annual basis and has a current effective full-time equivalent of around 225 staff.

This position is part of the Exhibitions Department, within the Exhibitions, Building and Security Division. The Exhibitions Department is responsible for developing, managing and delivering a dynamic program of exhibitions including exhibition scheduling, overall financial management, international and national exhibition tour negotiation and management, exhibition staff and resource management.

Role purpose
The purpose of this role is to deliver allocated exhibitions at the Gallery, from initial concept through all stages of planning to successful realisation at Gallery and at any subsequent tour venues. This role facilitates exhibition teams to realise the concept and presentation of agreed exhibitions, and ensures that human and financial resources are responsibly managed for each assigned project. This role negotiates, manages and monitors the contractual obligations for allocated incoming package exhibitions and outgoing touring exhibitions.

Role-related documentation
- AGNSW Corporate Plan
- Exhibition Schedule
- Exhibition Policy
- International Museum Standards for exhibition and storage of cultural material

Key internal relationships
- Deputy Director
- Senior Manager, Exhibitions
- Exhibitions Executive
- Exhibitions Department staff
- Other departments – Curatorial, Design, Web, Marketing, Building Services, Security, Finance, Business Development and Public Programs

Key external relationships

- Exhibitions and curatorial staff from international, state and regional institutions
- Freelance curators and project coordinators
- Contract designers, technicians and architects
- Institutional and private lenders, and artists
- Tour venues

Key responsibilities and tasks

1. Manage allocated exhibitions and collection displays from initial concept through to successful delivery in consultation with the Senior Manager, Exhibitions

Key tasks

- Facilitate exhibition teams to develop creative and engaging temporary exhibitions and collection displays
- Maintain an overview of allocated projects to identify and mitigate issues and risks, and assess resources
- Negotiate the incoming loan of exhibition packages with lenders
- Negotiate touring exhibitions with external tour venues
- Contribute to the management of exhibition opening functions, including coordinating VIP travel and events

2. Prepare and manage exhibition project schedules, contracts and relevant documentation

Key tasks

- Negotiate with relevant staff and contractors to set agreed exhibition project schedules
- Manage and monitor project schedules and budgets in the relevant project management software (Clarizen & SAP ByDesign)
- Ensure that exhibition attendance figures and visitor statistics (including touring venues) are compiled and archived
- Maintain exhibition documentation for allocated exhibitions

3. Facilitate technical teams to produce exhibitions

Key tasks

- Facilitate technical teams for projects, including design, conservation, building services and registration staff
- Ensure exhibition spaces and venues are prepared and ready for agreed installation schedule to commence
- Provide guidance and prepare technical information for external designers in consultation with the Senior Manager, Exhibitions
- Ensure risk assessments are completed for technical operations and appropriate risk mitigation actioned in consultation with the Senior Manager, Exhibitions and the Senior Installation Officer

4. Manage the responsible allocation of resources for exhibitions in consultation with Senior Manager, Exhibitions

Key tasks

- Manage and monitor budgets for exhibitions
- Manage and allocate human resources for agreed exhibitions
- Supervise external curators, project managers and designers associated with the production of exhibitions
- Ensure that appropriate staff, expertise and equipment are available for exhibitions and that the exhibition spaces and venues are prepared

Essential criteria

1. Tertiary degree in fine art/art history
2. Proven exhibition project management skills, including staff and contractor management, and resource and logistical planning
3. Proven experience managing exhibition budgets
4. Demonstrated experience negotiating and managing contracts

5. Working knowledge of exhibition design, construction and installation, and experience working with designers and technical staff to resolve display issues
6. Working knowledge of exhibition interpretative strategies and audience engagement
7. Experience using project management software and museum-specific relational databases
8. Appropriate level of communication skills as a manager with strong facilitation, negotiation and interpersonal skills

Applying for a job with the Art Gallery of NSW

Selection for NSW Government positions is based on merit. This means that the person whose skills, knowledge and experience best match the job requirements will be selected.

It is important that you obtain access to the information package, which expands on the information contained in the job advertisement. This will assist you to complete the application and address the selection criteria. Electronic information packages are hyperlinked from each job advertisement and can usually be printed or downloaded. In addition to the information contained in the package, the website of the Public Sector Workforce Office contains useful information for completing your application and about working for the NSW Government.

It is strongly recommended that you complete this process so that you maximise your chances of obtaining an interview for the position. To do this, you must submit a completed 'claim for the position', ie addressing the selection criteria, your resume and any other documents you wish to include. A brief covering letter is optional and can be attached along with your resume. Your 'claim for the position' is the most important part of the application, you should address each of the selection criterion by describing your skills, knowledge and experience and how they could be used in the job.

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal.

When accepting a role in the Government you need to be aware of the principles of a ‘diverse, fair and safe workplace’ (see further documents). This means that you understand and will support these principles in your new role.

Applications should be sent to the address outlined in the advertisement by the due date.

The interview and selection process

After assessing the applications, the selection committee will choose those applicants who best meet the selection criteria for further assessment. The selection committee may use a number of methods to assess your ability to do the job including: interview questions, work samples, tests and referee and records checks.

Referee check

At the interview, you will be asked to provide the name and contact details of two referees – a current or recent supervisor(s) and/or a current or recent colleague(s). Referees are asked to provide information on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal record check

The NSW Government requires that a criminal record check be carried out on applicants recommended for some positions. A criminal record does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with children check

When applying for a position in child-related employment a ‘working with children check’ will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious offence to apply for a child-related position. Information on the Working with Children Check is located at http://www.kids.nsw.gov.au/check

Verification of professional and/or academic qualifications

If you are selected as the preferred candidate for the position, the selection committee will ask to see original certificates or certified (by the institution) academic transcripts of your qualifications. The cost of producing this documentation is to be met by you. The selection committee may also seek verification of your qualifications from the issuing institution. Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

Permanent appointment

To be permanently appointed in the NSW Government you need to:

- Be an Australian citizen or have the status of permanent residence in Australia. If you do not fit this category, you are only eligible for appointment to temporary vacancies. For more information on Australian citizenship or permanent residency, please see http://www.immi.gov.au.
- Have your fitness to carry out the duties of the position confirmed by a health assessment. This is not concerned with disabilities that do not affect your work and may involve a declaration provided by you or a medical examination if considered necessary
- Provide proof of identity.

If you are offered employment you may be asked about your current salary to determine an appropriate commencement rate.

Further information

The Inquiries Officer named on the job advertisement can provide more information. They can also help if you have any requirements for the interview (eg mobility access, or interpreter for hearing impaired people).

A diverse, fair and safe workplace

When you work in the NSW Public Sector you are not just doing a job — you are representing the NSW Government to achieve what is in the community's best interests.

The NSW Government is dedicated to building a talented and responsive workforce that reflects the diversity of the people of NSW. This means valuing the participation of people with different life and work experiences. By valuing different people and different approaches to what we do, we are more innovative and ultimately deliver better services.

The NSW Government is committed to occupational health and safety, freedom from discrimination, bullying and harassment, and respect and fairness to its staff and the community.

All employees and managers are expected to understand and support these principles and practices and to meet their responsibilities in these areas.

People who work for the NSW Government need to understand these principles:

- cultural diversity
- equal employment opportunity (EEO)
- ethical practice
- occupational health and safety (OH&S)

The information provided here is designed to give you a broad understanding of these areas.
Your employer will be able to provide you with more information on how these principles apply to your own workplace.

Cultural diversity

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW. The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- Everyone in NSW should have the greatest possible opportunity to contribute to, and participate in all aspects of public life in which they may legally participate.
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- Everyone should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the NSW Government.
- All NSW institutions should recognise the linguistic and cultural assets in the NSW population as a valuable resource and promote this resource to maximise the State's development.

All NSW Government agencies must have in place strategies to meet the principles of multiculturalism. Agencies must include these strategies in an Ethnic Affairs Priority Statement (EAPS) contained in their annual report to Parliament. Strategies can include:

- offering programs and services which reflect the needs of the entire community
- developing and implementing policies which are sensitive to all staff and client needs
- providing information in ways that will reach all staff and clients
- providing language services for all clients
- ensuring that boards and committees reflect the multiculturalism of the community
- training staff on multiculturalism and how these apply in their jobs
- using flexible, inclusive consultation processes.

For more information, contact the Community Relations Commission for a Multicultural NSW
Phone: 02 9716 2232 Website: www.crc.nsw.gov.au

Equal Employment Opportunity (EEO)

EEO is about:

- ensuring workplaces are free from all forms of unlawful discrimination and harassment
- providing programs to assist members of EEO groups in employment.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are women; Aboriginal and Torres Strait Islander people; members of racial, ethnic, and ethno-religious minority groups, and people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their age; sex; pregnancy; disability (including past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both **direct and indirect discrimination** are against the law. Direct discrimination means treatment that is obviously unfair or unequal. Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups of people.

All employees have the right to:

- a workplace that is free from unlawful discrimination and harassment
- equal access to benefits and conditions
- fair processes to deal with work-related complaints and grievances

Employees also have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace
- respect differences among colleagues and customers such as cultural and social diversity
- treat people fairly (don't discriminate against or harass them)

Managers and supervisors have the additional responsibility to:

- ensure that work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- provide employees with equal opportunity to apply for jobs, training and development, higher duties and flexible working hours
- ensure selection processes are consistent, transparent and based on merit

Ethical practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty. The Independent Commission against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas they may face at work:

Serving public above private interests
Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

Integrity
Government employees should ensure that any decision made, or action taken, has these qualities:

Openness

- giving reasons for decisions
- revealing all avenues available to the client or business
- when authorised, offering all information
- communicating clearly

Honesty

- obeying the law
- following the letter and spirit of policies and procedures
- observing codes of conduct
- fully disclosing any possible conflicts between the public interest and personal interests

Accountability

- recording reasons for decisions
- submitting to scrutiny
- keeping proper accessible records
- establishing audit trails

Objectivity

- fairness to all
- impartial assessment
- merit selection in recruitment and in purchase and sale of government resources
- considering only relevant matters.

Courage

- giving advice fearlessly and frankly where required
- doing the right thing even in the face of adversity
- reporting and dealing with suspected wrongdoing
- acting in the public interest above loyalty to colleagues or supervisors.

Leadership
- demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest
- promoting public duty to colleagues and others in an agency and outside.

For more information, contact the Independent Commission against Corruption
Phone: 02 8281 5999 Website: www.icac.nsw.gov.au
You can also ask any Government agency for a copy of its Code of Conduct for employees.

Work Health and Safety (WH&S)

What everyone needs to know:
The NSW Work Health and Safety Act 2011 aims to protect the health, safety and welfare of people at work through general requirements which must be met at every place of work in NSW. The Act covers employees as well as employers and self-employed people.

Employees must:
- take reasonable care of the health and safety of others
- co-operate with employers in their efforts to comply with WHS requirements

Employers must:
- ensure the health, safety and welfare at work of their employees
- maintain workplaces in a safe condition and provide safe entrances and exits
- ensure the safe use, handling, storage and transport of equipment and substances
- provide work systems and working environments that are safe and without risks to health
- provide information, instruction, training and supervision necessary to ensure employees' health and safety at work
- maintain adequate facilities for the welfare of employees
- consult employees so they can to contribute to decisions affecting their health, safety and welfare
- adopt a risk management approach to managing workplace health and safety

Both employers and employees must not:
- interfere with or misuse things provided for the health, safety or welfare of persons at work
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- disrupt a workplace by creating health and safety fears

Note: this is general information only. Managers and employees should seek more information from their own workplace. Nothing in this document shall be construed to waive or modify any obligations imposed by the Work, Health & Safety Act 2011.

For more information, contact Work Cover NSW
Call 13 10 50 for more information about the new work health and safety (WHS) laws.

Dear applicant,

Thank you for your interest in applying for the position of **Exhibitions Manager** at the Art Gallery of New South Wales.

The Art Gallery of New South Wales is a State institution and part of the Department of Trade & Investment, Regional Infrastructure & Services. With significant Australian and international collections, the Gallery attracts around 1.3 million visitors annually and is an active institution with extensive public programs, corporate and internal functions.

The Gallery offers a stimulating and enjoyable environment to work in as well as a number of beneficial employment conditions, including:

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We look forward to receiving your application.

Regards,

Donna Grubb
Manager, Human Resources

Position advertisement

Position title
Exhibitions Manager
Clerk Grade 6-7
Temporary full-time position for up to two years
Position no: 13/EX3038

Role description

The Art Gallery of New South Wales, in Sydney, is seeking an experienced exhibitions manager to fill this temporary position for up to two years.

The successful candidate will deliver allocated exhibitions at the Gallery, from initial concept through all stages of planning to successful realisation at the Gallery and at any subsequent tour venues. This role facilitates exhibition teams to realise the concept and presentation of agreed exhibitions, and ensures that human and financial resources are responsibly managed for each assigned project. This role negotiates, manages and monitors the contractual obligations for allocated incoming package exhibitions and outgoing touring exhibitions.

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Salary package

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Selection criteria

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Applications

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Closing date for applications

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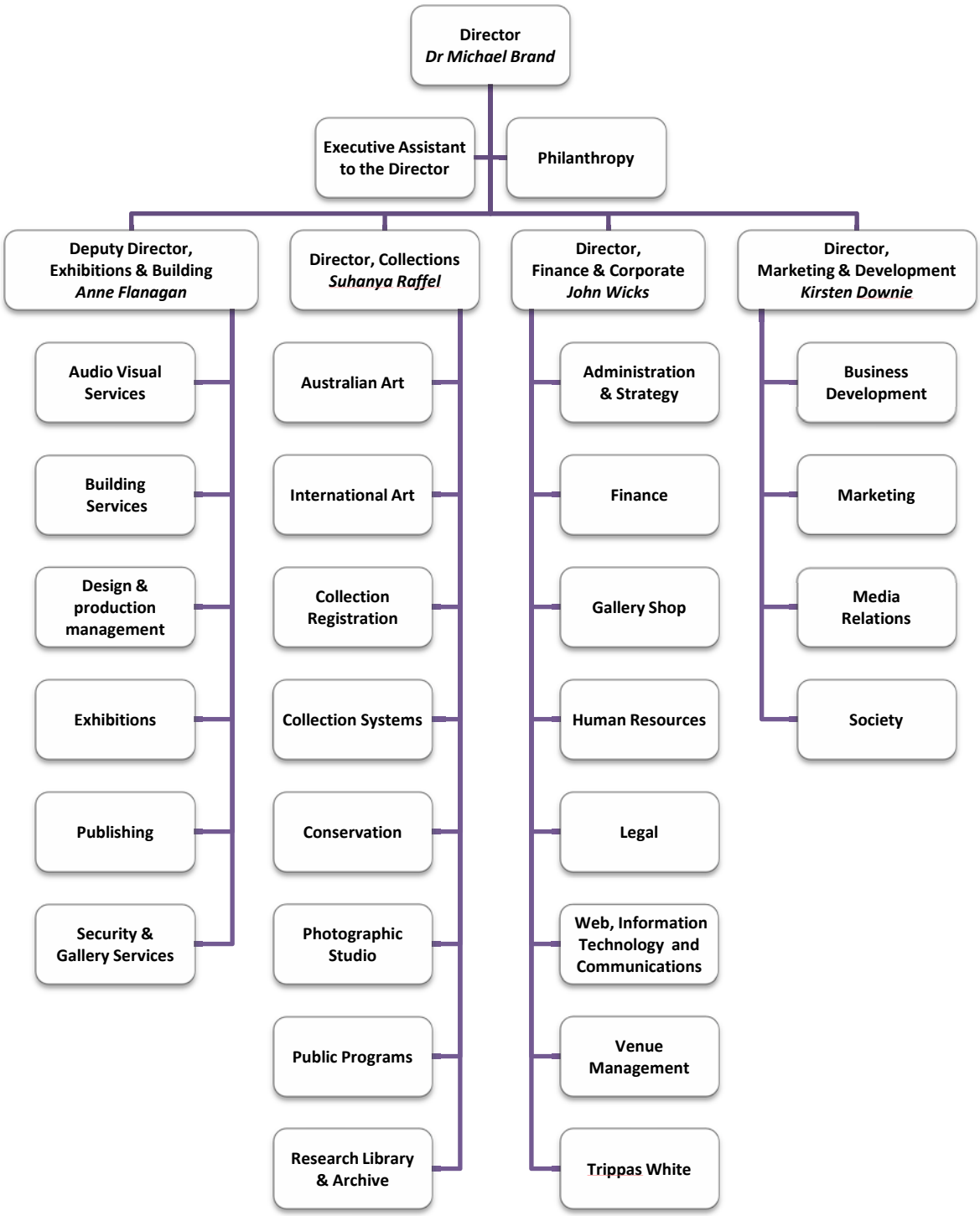
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Collection Registration
Collection Systems
Conservation
Photographic Studio
Public Programs
Research Library & Archive
Administration & Strategy
Finance
Gallery Shop
Human Resources
Legal
Web, Information Technology and Communications
Venue Management
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Business Development
Marketing
Media Relations
Society