



GOULBURN MULWAREE COUNCIL

POSITION DESCRIPTION

Date last reviewed: August 2018

Position Title: Program & Exhibition Coordinator

Directorate: Corporate & Community Services

Role: This role undertakes the daily operations of the Gallery's exhibition, public programs and other activations as scheduled, as well as contributing to longer lead planning and artistic programming.

The role is responsible for a range of tasks relating to exhibition and program development and delivery and will interface with a large segment of the Gallery's stakeholders, it will provide crucial support to all involved in the artistic program.

The role encompasses working with artists and arts professionals, planning, budgets, database management, critical writing and other program administration as it arises.

Supervisor: Art Gallery Director

Number of Staff reporting to position: Nil

Delegation authority of position: As per Delegation Schedule

AWARD / SALARY PROVISIONS

Award coverage: NSW Local Government (State) Award

Work Hours: 35 hours per week
19 day 4 week period

This position includes some evening and weekend work as required.

Remuneration: Grade 7

SELECTION CRITERIA

ESSENTIAL

- Qualifications in the visual arts and demonstrated experience delivering exhibitions and programs in a similar environment.
- Demonstrated capacity to deliver exhibition and public programs from inception to presentation
- Strong knowledge of Australian contemporary art practices and trends and the ability to disseminate this knowledge through written and verbal work.
- Experience in dealing with a range of stakeholders such as artists, arts professionals, funding organisations, touring bodies, community groups and other museums and galleries.
- Exceptional time management skills with the ability to manage a high volume workload.
- The physical ability to work on exhibition changeovers including artwork handling, ladder work and some lifting.
- Demonstrated ability to emulate Council's values of pride, passion, respect, innovation, dedication and excellence and deliver the organisation's mission 'to be easy to do business with'.

DESIRABLE

- Experience in writing long and short form content on contemporary art
 - Working knowledge of collections and collection databases, preferably Mosaics.
 - Minimum intermediate skills in Microsoft Word and Excel.
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DUTIES

- Deliver the artistic program; exhibitions, public programs, public art and other activations in support of the Director.
- Exhibition and public program coordination including but not limited to; contracts, freight, artist liaison, condition reporting, documentation, budgeting.
- Exhibition and program delivery; coordinate exhibition and program changeovers, actively oversee and assist with install and de-installs, calendar management, incoming and outgoing loans, artwork handling, conduct program evaluations, oversee fees and payments, promotion, marketing and audience engagement.
- Act as the first point of contact for the artistic program.
- High level liaison with artists, curators, writers, valuers, designers and other stakeholders.
- Prepare high quality content for a variety of outlets to promote the Gallery's artistic programs and collection.
- Seek funding opportunities to improve and innovate the Gallery's artistic program.
- Prepare content for advertising, marketing and reporting across a variety of platforms.
- Maintain document management systems with correct and appropriate records.
- Contribute creative ideas and concepts to the artistic program.
- Some collection coordination including; upkeep of Mosaic database, artwork movements, coordinating conservation and processing donations through the Cultural Gifts Program.
- Work collaboratively with Education and Gallery Officers.
- Maintain the gallery, workshop and other physical spaces to a high standard as required.
- Adhere to and actively promote Workplace Health and Safety.

- Act as a representative for Goulburn Mulwaree Council and Goulburn Regional Art Gallery at selected events.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Goulburn Mulwaree Council.

COMPETENCIES

Entry Level Competencies

Satisfactorily meets essential criteria

Level 1 Competencies

Demonstrated ability to interface with community groups, artists and arts professionals in support of the growing Gallery's audience locally, within NSW and nationally.

Proven ability to plan, develop and deliver exhibitions with some autonomy and to a high standard.

Proven ability to coordinate and process gifts to the permanent collection both direct and through the Cultural Gifts Program

Proven ability to track expenditure on artistic programs, process transactions correctly and on time

Level 2 Competencies

Ability to prepare quality written information and data for a variety of outlets; funding bodies, Gallery website, Council reports and others as required.

Demonstrated time management skills

Proven ability to collate a suite of material for marketing and promotional output

Demonstrated thorough understanding of copyright and conservation

Demonstrated ability to contribute to the development of ideas and concepts for artistic programs in two or more areas; exhibitions, public art, public programming or the permanent collection

Level 3 Competencies

Demonstrated ability to identify and initiate efficiencies in program delivery and the ability to deliver programs autonomously

Proven ability to prepare content for budget preparations and funding acquittals

Demonstrated ability to contribute to artistic programs ongoing

Proven record of seeking opportunities to connect funding sources to the Gallery's programming initiatives

Sound knowledge of collection coordination principles, including the storage, handling and movement of works in to and out of a public collection

Proven record of contributing to the Gallery's long term strategic and artistic planning

Level 4 – Two consecutive years of satisfactory performance at the annual evaluation and development review

WHS Responsibilities & Performance Measures

All Employees/Workers

Responsibilities	Performance Measures
<ul style="list-style-type: none"> ✓ Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others 	<ul style="list-style-type: none"> ❖ Adhere to all safe working procedures including verbal instructions given by Managers / Supervisors. ❖ Demonstrate reasonable care of themselves and others who may be affected by their actions
<ul style="list-style-type: none"> ✓ Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of. 	<ul style="list-style-type: none"> ❖ Demonstrated adherence to WHS Policy and procedures ❖ Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
<ul style="list-style-type: none"> ✓ Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs) 	<ul style="list-style-type: none"> ❖ Evidence of participation in performing risk assessments for all duties. ❖ Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
<ul style="list-style-type: none"> ✓ Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs). 	<ul style="list-style-type: none"> ❖ Demonstrated adherence to site specific risk assessments. ❖ Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
<ul style="list-style-type: none"> ✓ Report all identified hazards, accidents/incidents and near misses to Manager / Supervisor 	<ul style="list-style-type: none"> ❖ Actively monitor the workplace to determine presence of hazards and initiate actions to rectify / eliminate the hazard. ❖ Reporting all hazards, accidents, incidents and near misses to Managers / Supervisor in a timely manner
<ul style="list-style-type: none"> ✓ Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> ❖ Demonstrated use and maintenance of safety equipment and PPE.
<ul style="list-style-type: none"> ✓ Commitment to WHS and promote a risk assessment approach to all activities performed by Council. 	<ul style="list-style-type: none"> ❖ Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures ❖ Attend toolbox and other meetings relating to WHS requirements.
<ul style="list-style-type: none"> ✓ Have a sound understanding of the WHS requirements associated with their employment duties. 	<ul style="list-style-type: none"> ❖ Attendance at WHS training sessions ❖ Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

This form is to be completed by the manager/supervisor of the position being recruited to.

Position: Program & Exhibition Coordinator
Business Unit: Marketing, Events & Culture
Directorate: Corporate & Community Services

TASKS PERFORMED: (e.g. Manual labor, Administration, Field staff, etc)

FREQUENCY DEFINITIONS

OccasionalActivity exists up to 1/3 of the time when performing the task

FrequentActivity exists between 1/3 and 2/3 of the time when performing the task.

ConstantActivity exists more than 2/3 of the time when performing the task.

RepetitiveActivity involves repetitive movements.

Manager to tick relevant box

Demands	Description	Frequency				
		O	F	C	R	N A
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		√			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.		√			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	√				
Standing	Tasks involve standing in an upright position without moving about	√				
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:	√				
Driving	Tasks involve driving vehicle on unsealed roads.					√
Sitting	Tasks involve remaining in a seated position during task performance		√			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	√				
Walking/Running	Tasks involve walking or running on even surfaces		√			
	Tasks involve walking on uneven surfaces					√
	Tasks involve walking up steep slopes					√
	Tasks involve walking down steep slopes					√
	Tasks involve walking whilst pushing/pulling objects		√			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	√				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.	√				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		√			
	1. Light lifting/carrying (0-9 Kg)		√			
	2. Moderate lifting/carrying (10-15 Kg)	√				
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	√				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		√			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.		√			

Demands	Description	Frequency				
		O	F	C	R	N A
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.		√			
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)			√		
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability	√				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.		√			
Manual Handling	Tasks involve manual handling.			√		
Biological Hazards						
Biological Products	Tasks involve working around Waste water/ garbage etc.					√

ACCEPTANCE OF POSITION

I agree to the current requirements of the Position Description as at ____/____/____

Employee Name

Signature