## POSITION DESCRIPTION

| The                  | Position:                            |   | Exhibitions Manager   |
|----------------------|--------------------------------------|---|---|
| Reports to:          |                                      |   | Senior Curator  |
| Division, Work Unit: |                                      |   | Curatorial  |
| Term:                |                                      |   | This is a 0.8 position (4 days per week) for a fixed term, two-year contract  |
| Salary:              |                                      |   | \$70,000 plus 9.5% superannuation   |
| Location:            |                                      |   | 55 Little Malop Street, Geelong VIC 3220  |
| Start Date:          |                                      |   | To be negotiated. As an integral role it is important that the successful candidate commences as soon as practicable  |
| 1.                   | Gallery<br>Mission:                  | operating th<br>based on th   | allery aims to contribute to the life and well-being of the city by<br>e best regional gallery in Australia, with strong community engagement<br>e excellence of its collection, its creative lifelong learning experiences<br>ive exhibitions.   |
| 2.                   | Primary<br>focus of the<br>position: | organisatio<br>and deliver<br>The Exhibit<br>interactive<br>Geelong G<br>per year, a<br>education p<br>works in all | y focus of this position is to undertake the management of all<br>nal and logistical aspects of the exhibitions program – its scheduling<br>y - under the guidance of the Senior Curator.<br>tions Manager position is a multitasking role operating in a dynamic and<br>team environment.<br>allery presents 12-14 temporary and permanent collection exhibitions<br>cross 7 exhibition galleries, with associated publications, public and<br>programs. The Geelong Gallery Collection comprises more than 6000<br>media, and includes a significant representation of Australian historical<br>aporary painting, printmaking, sculpture, and Australian and international<br>esign.  |
| 3.                   | Key<br>Responsibilit<br>ies          | 2. V<br>6<br>3. 5<br>4. E<br>5. M<br>5. M<br>6. 5<br>7. V<br>8. V<br>9. E   | Share responsibility for the day-to-day planning and implementation of the Gallery's exhibition schedule<br>With the Senior Curator, develop and implement systems to ensure the officient delivery of exhibitions. Monitor and review exhibition budgets, existing procedures, and initiate improvements to administrative processes Schedule and coordinate programming meetings, project team meetings and planning meetings<br>Ensure timely and accurate communication from the curatorial team to other Gallery staff and volunteers regarding exhibitions and any changes to the exhibition schedule<br>Manage the installation of Gallery exhibitions – including all contract installation staff, contracted framing, carpentry, painting, electrical, scheaning and other works as required<br>Schare maintenance of exhibitions for their duration, including cleaning of artworks, display furniture and gallery walls as required<br>With the Facilities Coordinator, take responsibility for the care, storage, naintenance and cataloguing of equipment, installation materials and exhibition furniture<br>With the Registrar and relevant exhibition curator, coordinate touring exhibitions to or from other venues, including all correspondence and contractual agreements with the venues<br>Develop and maintain a network of counterparts in other galleries and nuseums<br>Participate in other organisational initiatives and activities as required |



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| 4. Profes<br>practio                             | ssional<br>ce  | <ol> <li>Contribute to and support the Geelong Gallery mission, and participate in<br/>organisational initiatives and activities as required (including ensuring a safe<br/>and healthy environment for colleagues, visitors and stakeholders)</li> <li>Participate in Geelong Gallery's corporate life including attendance at and<br/>assistance with openings, stakeholder events and other after-hours programs<br/>as required</li> <li>On occasion perform other duties or undertake special projects in addition to<br/>the above key responsibilities as deemed appropriate</li> </ol>   |  |
| 1. Key se<br>criteria                            | election<br>a: | The successful candidate must possess the following attributes in order to perform well in this role:  |  |
|  |                | <ol> <li>Sound knowledge of the functions and roles of a major art museum, gained<br/>from practical experience in exhibitions management within a museum<br/>environment</li> <li>Proven experience in undertaking a range of activities associated with<br/>exhibition planning and delivery, including the implementation and<br/>maintenance of schedules</li> <li>Proven project administration experience, with particular emphasis on<br/>multitasking; management of competing priorities and tight deadlines, and<br/>budgetary management</li> <li>Demonstrable capacity to balance independence, initiative and teamwork<br/>according to the tasks at hand</li> <li>Well-developed computer literacy skills including the ability to competently<br/>operate business productivity tools (e.g. word processors, spreadsheets,<br/>email and calendaring) and some business applications (e.g. financial<br/>software, museum specific database systems)</li> <li>Proven capacity to apply highly developed interpersonal and stakeholder<br/>management skills to pressured environments and time-critical projects</li> </ol> |  |
| 2. Other<br>releva<br>skills,<br>knowl<br>experi | edge &         | <ol> <li>The successful candidate should also have:         <ol> <li>Genuine interest in working within the not-for-profit sector and/or the arts industry</li> <li>Commitment to, an awareness of policies and procedures pertaining to exhibitions management</li> <li>Experience in the preparation and monitoring of detailed budgets</li> <li>Highly organised with a flexible approach when dealing with competing priorities</li> <li>First aid, Disaster preparedness and fire warden qualifications desirable</li> </ol> </li> </ol>  |  |
| 3. Other<br>releva<br>inform                     | nt<br>nation:  | <ul> <li>The successful candidate will be subject to a six-month probationary period</li> <li>Office hours are 9.00am to 5.00pm Monday to Friday with weekend and after-hours work when required</li> <li>The successful applicant will be required to undergo security clearances performed by the Victorian Police Records Check</li> <li>Geelong Gallery is an Equal Opportunity Employer and operates a smoke-free work environment</li> </ul>   |  |
| 4. About<br>role<br>staten                       |                | This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.   |  |



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Applications should include a covering letter addressing the Key Responsibilities and additional paragraphs addressing each Key Selection Criteria of the Position Description. **Applications must be submitted by 5pm Friday 9 June** 

employment@geelonggallery.org.au or Directorate Geelong Gallery 55 Little Malop Street Geelong VIC 3220

Confidential telephone conversations to discuss this role can be arranged with the

Director & CEO, Jason Smith at jason@geelonggallery.org.au