

The Position:	Textile Display Specialist
Position Number/Classification:	6912 / VPS 3.2
Reports to:	Senior Conservator of Textiles
Work Unit:	Conservation
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	August 2015
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	This position is responsible for the provision of expertise relating to a range of requirements associated with the display of historical and contemporary costume and flat textiles.
1. Accountabilities (duties):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Develop, design and manufacture reproduction components and underpinnings for the display of historical costume and textiles, under the supervision of the Senior Conservator of Textiles. 2. Liaise with fashion and textile curators and textile conservators to assist with displays of historical fashion, including selecting mannequins and silhouettes. 3. Dress mannequins for conservation and publication photography programs and assist with the installation/de-installation of exhibitions and loans as required. Assist conservators with collection storage and packing programs as required. 4. Manage the documentation and storage of adjunct materials created for display. Liaise with the Registration department to ensure that adjunct items are documented, located and stored according to accepted standards. 5. Maintain and order approved supplies of material and equipment for the textile display program ensuring all associated documentation is properly maintained. 6. Supervise volunteers and tertiary students as required. 7. 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). 8. Ensure that records are created and managed according to the Records Management policy and procedures. 9. Participate in and support organisational change initiatives and model NGV values and behaviours.
2. The person – Key Selection Criteria	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. A tertiary qualification in costume design and a thorough understanding of costume history coupled with previous experience in historical costume construction. High level skills in pattern drafting, garment construction, and finishing. High level hand, machine sewing and artisan craft skills. Proven ability to operate relevant machine and hand tools. 2. Sound understanding of basic textile conservation principles, and knowledge and demonstrated experience of their application to the handling and display of works of art. 3. <u>Communication</u>: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain the necessary information to achieve their purpose, confidently conveys ideas in the clear and interesting way and understands and meets the needs to target audiences. 4. <u>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to

	<p>identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice.</p> <p>5. <u>Organising and planning</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 finds effective ways to deal with them.</p> <p>6. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, remains calm and in control under pressure, seizes opportunities and acts upon them, perseveres to achieve goals, even in the face of obstacles and takes responsibility for own actions.</p> <p>7. <u>Relationship building and team work</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, cooperates and works well with others in the pursuit of team goals and collaborates and shares information.</p>
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • Experience in a museum environment • Proven experience in the safe handling of works of art. • Experience with accepted cataloguing procedures.
4. Key Relationships	<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"> • Curatorial, Registration, Photographic Services, Exhibitions and Collections Operations and Exhibition Design staff. • Suppliers.
5. Other relevant information	<ul style="list-style-type: none"> • 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. • 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. • The NGV requires all employees to have an understanding of its Risk Management Framework. • 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	<p>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.</p>

7. Manager Authorisation	Name : _____ Signature : _____ Date : _____
8. Employee Acceptance	Name : _____ Signature : _____ Date : _____