



ROLE STATEMENT

THE POSITION:	EXHIBITIONS PROJECT ASSISTANT
POSITION NUMBER/CLASSIFICATION:	6048 / VPS 2.2
REPORTS TO:	Senior Exhibitions Coordinator
WORK UNIT:	Exhibitions Management
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	October 2024
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for providing efficient, professional, and confidential administrative and project support to the Exhibitions Management Department.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none">1. Provide administrative support to the Exhibitions management department, including incoming and outgoing correspondence, coordinating lists (internal and external) for exhibition events, distributing catalogues to key stakeholders, proof-reading materials from Multimedia, Marketing and Media.2. Assist in preparing project timelines, scheduling project meetings and maintain and update the exhibitions and installation schedule. Maintain and update the Exhibitions management SharePoint site.3. Provide assistance with procurement and contract administration, such as preparing purchase requisitions, receipting purchase orders and processing invoices in D365, as well as monitoring payments against contractual obligations.4. Organise intrastate, interstate and international business travel and accommodation, for couriers and VIPs as required. This includes coordinating contra arrangements through Corporate Partnerships and completing hospitality expenditure paperwork.5. Provide administrative support, including assisting with the preparation of presentations and reports, such as exhibition reports, annual report, Director's report and Trustees reports, as required.6. Ensure that information is created and managed according to the Information Management policy and procedures, including compliance with privacy and data security requirements.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.



ROLE STATEMENT

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. Relevant tertiary qualification.2. Good knowledge and skills in office administration, including the ability to manage appointments and schedules, handle and prioritise telephone calls and correspondence, and organise files and information.3. <u>Written and verbal communication</u>: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language; and uses appropriate style and format. Ability to handle highly sensitive and confidential information and material. Excellent interpersonal skills, with an emphasis on tact and discretion.4. <u>Time management, organisation and planning</u>: plans and prioritises work to ensure outcomes are achieved, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and implements systems and procedures to guide and track progress and recognises barriers and finds effective ways to deal with them.5. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, builds trust through consistent actions, values and communication and minimises surprises. Cooperates and works well with others in pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.6. <u>Detail Focus</u>: observes fine details, identifies gaps in information; highlights practical considerations of plans and activities.7. <u>Drive and commitment</u>: 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. <u>Advanced Computer skills</u>: uses a wide range of software application features for word processing, spreadsheets, etc. Assists others with problem-solving on word processing and related applications.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• New graduates are welcome to apply.• Understanding of and an interest in the arts industry.
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">• Executive Management Team, and their offices;• Internal and external service providers; and• Other colleagues and business contacts of the Assistant Director



ROLE STATEMENT

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.• In line with the <i>Child Wellbeing and Safety Act 2005 (Vic)</i>, 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.• 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: _____