

Role Description

Exhibition Coordinator

(Sydney Modern Project)

Division/Branch/Unit	Collections/SMP
Location	Art Gallery of NSW
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	temporary
ANZSCO Code	224212
Role Number	50000264
PCAT Code	1119192
Date of Approval	October 2020
Agency Website	https://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Premier and Cabinet. The Gallery is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. The Gallery employs 350 people on an annual basis and has a current effective full-time equivalent of around 215 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

The Gallery's expansion, known as the Sydney Modern Project, involves the construction of a new building and art garden to the north of the existing Gallery building as well as some modifications to the existing building. Construction of the new building is currently underway and scheduled for completion in 2022.

Primary purpose of the role

The purpose of this role is to deliver allocated exhibitions, art commissions and collection displays at the Gallery, from initial concept through all stages of planning, to successful realisation at Gallery. 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 minor incoming package exhibitions and in-house Gallery exhibitions.

Key accountabilities

- Manage allocated exhibitions and collection displays from initial concept through to successful delivery in consultation with the Head of Exhibitions.
- Prepare and manage exhibition project schedules, contracts and relevant documentation
- Facilitate technical teams to produce exhibitions

- Oversee resources, monitor budgets and respond to stakeholder queries, to ensure outcomes are achieved on time and within budget.
- The position holder must be able to work independently with minimal supervision.

Key challenges

- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities.

Who	Why
Internal	
SMP Exhibitions and Commissions Manager	Escalate issues, propose solutions and provide updates Seek guidance, direction, gain support
Head of Exhibitions and Exhibitions team	Collaborate with colleagues within the Exhibitions department to complete planning and scheduling
Curatorial departments	Advise and collaborate for exhibitions development and delivery
Registration/Conservations departments	Advise and collaborate for exhibitions development and delivery
Public Engagement departments	Advise and collaborate for exhibitions publications, design, marketing and communications and exhibition ticketing strategies
Building Services department	Advise and collaborate for exhibitions production
External	
Artists	Work with artists for delivery of new work
Exhibitions & curatorial staff from international, state and regional institutions	Collaborate for idea development and best practice. Build and develop professional networks to source and secure exhibitions

Role dimensions

Decision making

- Responsible for prioritising day-to-day tasks within the context of agreed work plans
- Escalates more complex issue to manager for advice and guidance

Reporting line

SMP Exhibitions and Commissions Manager

Direct reports

Nil

Budget/Expenditure

As per set projects/programs

Essential requirements





1. Appropriate tertiary qualification or relevant, equivalent professional experience.
2. Proven small scale exhibition project management experience including budgeting, negotiating and managing contracts, risk assessments, resourcing and logistical planning with 3 years preferred experience.
3. Working knowledge of exhibition design, construction and installation, experience working with designers and technical staff to resolve display issues.
4. Experience using project management software and museum specific relational databases
5. High level communication with strong facilitation, negotiation and interpersonal skills.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Prepare accurate estimates of costs and resources required for more complex projects• Communicate the project strategy and its expected benefits to others• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects
