# Role Description
## Editor

| | |
|---|---|
| **Division/Branch/Unit** | Public Engagement/Publishing |
| **Location** | Art Gallery Road |
| **Classification/Grade/Band** | Clerk Grade 5-6 |
| **Kind of Employment** | On-going |
| **ANZSCO Code** | 531111 |
| **Role Number** | 50038433 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | January 2015 / revised September 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 is currently undergoing planning for its expansion. The Gallery's expansion, known as the 'Sydney Modern Project' or 'SMP', involves the construction of a new building to the north of the existing Gallery building as well as some modifications to the existing building.

## Primary purpose of the role

Coordinate and edit texts for exhibitions, publications and online.

## Key accountabilities

- Edit texts and/or rewrite for exhibitions, print materials and other media, ensuring Gallery style is followed and the appropriate voice is used to communicate with intended audiences.
- Research and write for Gallery projects print, digital and online.
- Produce and maintain schedules and project management spreadsheets.
- Contribute to interpretation and communication strategies as a key member of exhibition and education teams.
- Provide support to the Publishing Manager and Senior Editor for the publication of Gallery books and catalogues.
- Provide support to the Publishing Manager on administration of trade distribution and other contracts for Gallery books and catalogues.
- Provide advice to the Gallery on language and text style.
- Implement effective and compliant systems and procedures.

**Key challenges**

- Negotiate with Gallery and external writers on expression, formats, style and schedules, manage and work around missed deadlines.
- Edit the writing of multiple authors to maintain style and standards.
- Work within limited timeframes and budgets.
- Manage competing and shifting deadlines and urgent requests.

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** | |
| Publishing Manager | Overall guidance and assignment of work; leave and other approvals. |
| Senior editor | Oversight of day-to-day work |
| Curators, Digital, Exhibitions, Education, Public Programs, Photography, Marketing, Press and Development | Provide editing service, liaison and advice. |
| Publishing | Provide editing, proofreading and checking designed pages, liaison and advice, research, writing promotional and other texts. |
| Design | Provide edited texts, checking designed pages, liaison and advice. |
| Rights & Image Licensing | Liaison over correct content and styling of artwork captions and image clearances and credits. |
| Photography | Seek images and information |
| **External** | |
| Commissioned writers | Liaise on agreements, briefs, delivery and editing |
| Artists or representatives | Liaise about titles and texts |
| Developers and co-publishers | Liaise on content, editing, project coordination. |

**Role dimensions**

**Decision making**

- Prioritise competing deadlines.
- Determine variations to text style on particular projects.
- Determine appropriate voice and style for intended audiences.

**Reporting line**

Reports to the Manager Editing.

**Direct reports**

Nil

**Budget/Expenditure**

Nil

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**Essential requirements**

1. Relevant degree and/or significant text editing, researching, writing and/or rewriting experience in a gallery/museum environment, including wall texts, labels, print publications and digital media.

2. Working knowledge of the visual arts, communication technologies and programs.


**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 | Foundational |
| | **Manage Self** | **Intermediate** |
| | Value Diversity | Foundational |
| Relationships | **Communicate Effectively** | **Adept** |
| | Commit to Customer Service | Foundational |
| | **Work Collaboratively** | **Intermediate** |
| | **Influence and Negotiate** | **Adept** |
| Results | **Deliver Results** | **Intermediate** |
| | Plan and Prioritise | Foundational |
| | **Think and Solve Problems** | **Intermediate** |
| | Demonstrate Accountability | Foundational |
| Business Enablers | Finance | Foundational |
| | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | **Project Management** | **Intermediate** |

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**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**<br>Manage Self | Intermediate | • Adapt existing skills to new situations<br>• Show commitment to achieving work goals<br>• Show awareness of own strengths and areas for growth and develop and apply new skills<br>• Seek feedback from colleagues and stakeholders<br>• Maintain own motivation when tasks become difficult |
| **Relationships**<br>Communicate Effectively | Adept | • Tailor communication to the audience<br>• Clearly explain complex concepts and arguments to individuals and groups<br>• Monitor own and others' non-verbal cues and adapt where necessary<br>• Create opportunities for others to be heard<br>• Actively listen to others and clarify own understanding<br>• Write fluently in a range of styles and formats |
| **Relationships**<br>Work Collaboratively | Intermediate | • Build a supportive and co-operative team environment<br>• Share information and learning across teams<br>• Acknowledge outcomes which were achieved by effective collaboration<br>• Engage other teams/units to share information and solve issues and problems jointly<br>• Support others in challenging situations |
| **Relationships**<br>Influence and Negotiate | Adept | • Negotiate from an informed and credible position<br>• Lead and facilitate productive discussions with staff and stakeholders<br>• Encourage others to take, share and debate ideas to achieve a consensus<br>• Recognise and explain the need for compromise<br>• Influence others with a fair and considered approach and sound arguments<br>• Manage challenging relations with internal and external stakeholders<br>• Pre-empt and minimise conflict |
| **Results**<br>Deliver Results | Intermediate | • Complete work tasks to agreed budgets, timeframes and standards<br>• Take the initiative to progress and deliver own and team/unit work<br>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals<br>• Seek and apply specialist advice when required |

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| NSW Public Sector Capability Framework | | |
|---|---|---|
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Results**<br>Think and Solve Problems | Intermediate | • Research and analyse information and make recommendations based on relevant evidence<br>• Identify issues that may hinder completion of tasks and find appropriate solutions<br>• Be willing to seek out input from others and share own ideas to achieve best outcomes<br>• Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**<br>Project Management | Intermediate | • Perform basic research and analysis which others will use to inform project directions<br>• Understand project goals, steps to be undertaken and expected outcomes<br>• Prepare accurate documentation to support cost or resource estimates<br>• Participate and contribute to reviews of progress, outcomes and future improvements<br>• Identify and escalate any possible variance from project plans |

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