Role Description
Assistant Programs Producer
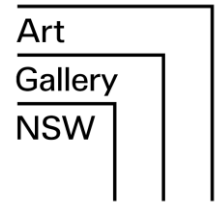
Division/Branch/Unit	Program Delivery/ Creative Learning, Engagement and Touring
Location	Art Gallery Road
Classification/Grade/Band	Clerk Grade 3-4
Kind of Employment	Ongoing
ANZSCO Code	212112
Role Number	Various
PCAT Code	1119192
Date of Approval	Updated November 2024
Agency Website	https://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Art 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 Creative Industries, Tourism, Hospitality and Sport. The Art Gallery, comprising 2 distinct buildings and an Art Garden, 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 2 million visitors annually.

The Art 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 Art Gallery also manages the Brett Whiteley Studio in Surry Hills. As the state's leading institution for the visual arts, the Art Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

Primary purpose of the role
Assist in the development and delivery of engaging public programs and interpretive content to support the Art Gallery's strategic plan of connecting with existing and potential audiences more effectively.

Key accountabilities

- Assist with the production of dynamic, innovative programs for diverse audiences across daytime and evenings.
- Contribute to the creation of an annual program with a range of experiences which increase and extend audience engagement with the AGNSW's collection and exhibitions.
- Coordinate the administration of programs and projects such as talks, performances and workshops, managing overall workflow, booking venues, contracting artists, paying invoices and briefing AV and other casual staff.
- Assist in the presentation of programs for the audience, including introducing speakers and artists
- Research, create, develop and implement basic programs and events which engage audiences with art and ideas.
- Prepare program content for the Gallery's digital communication channels, including website and e-news.

- Coordinate the financial administration of programs , uploading and coding invoices, creating new suppliers, processing and coordinate casual staff and contractors using My Work Zone (SAP).
- Contribute to continuous improvement by evaluating, monitoring and reporting on the success of programs.

Key challenges

- Deliver effective outcomes on limited resources, and with competing time and resource demands.
- Contribute to the establishment of necessary systems and processes to facilitate success.

Key relationships

Who	Why
Internal	
Creative Learning, Engagement and Touring Team	• Collaborate for effective outcomes.
Marketing and Communications Team	• Collaborate, connect programs with audiences, help and support.
Curatorial and Exhibitions teams	• Collaborate on programming, planning and implementation including content planning and delivery.
Venue management team	• Collaborate to develop programs for clients and to develop additional revenue streams.
Members	• Coordinate program delivery across membership and gallery to ensure cohesive "One Gallery" outcomes.
Internal Partners such as Fresh (caterers)	• Coordinate catering for programs.
External	
City and state-wide cultural partners such as Cultural Institutions and Festivals	• Develop ideas and collaborate with other similar staff, resource sharing, delivery of interconnected cultural programs.
External program providers	• Coordinate their services.
Partners, suppliers, artists and collaborators	• Coordinate their services.

Role dimensions

Decision making

- Day to day coordination and delivery of programs..

Reporting line

Senior Programs Producer

Direct reports

Nil

Nil

Essential requirements

1. Experience in coordinating projects or programs, working collaboratively within a team, contributing ideas and helping others to solve problems.

2. Strong administration skills, including planning projects, logging statistics, paying invoices, writing and editing promotional copy for web pages and EDMs.

Inherent requirements

Physical Inherent requirements (PIR)

- The ability to communicate and converse with staff and visitors in a face to face manner.
- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.
- Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes.
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity.

Behavioural Inherent requirements (BIR)

- Behavioural stability and maturity is required to function, and adapt effectively and sensitively to a range of situations involving a broad diversity of people and a variety of communication and information sources.
- Behavioural stability and maturity to work constructively in a diverse and changing public institution environment, exhibiting an ability to multitask and manage a range of stakeholders.
- Capacity to regulate and manage emotions, compartmentalising personal feelings regarding challenging situations and material with maintaining appropriate and professional behaviour at all times.
- Ability to understand and manage own emotional state in order to be able to develop and maintain appropriate relationships with a diverse range of staff and maintain positive public engagement by providing information and assistance by a variety of means.
- Behavioural stability and maturity is required to work individually and in teams in changing environments. May be exposed to sensitive communications and/or situations with staff and/or members of the public and will be required to disassociate personal feelings in order to manage these situations objectively and professionally.

Quality & Risk

- Be proactive in risk identification, notification and management.
- Comply with the Art Gallery's Work, Health and Safety related policies and procedures.
- Participate in quality improvement activities.

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

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	• Adapt existing skills to new situations • Show commitment to achieving work goals

Group and Capability	Level	Behavioural Indicators
		• Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly
Results Work Collaboratively	Intermediate	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others
Results Deliver Results	Intermediate	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed
Results Plan and Prioritise	Intermediate	• Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments

Group and Capability	Level	Behavioural Indicators
Business Enablers Project management	Foundational	• Understand project goals, steps to be undertaken and expected outcomes • Plan and deliver tasks in line with agreed project milestones and timeframes • Check progress against agreed milestones and timeframes, and seek help to overcome barriers • Participate in planning and provide feedback on progress and potential improvements to project processes

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