

Role Description

Senior Installation Officer

Agency	Art Gallery of NSW
Division/Branch/unit	Collections Division/Exhibitions Department
Location	Art Gallery Road
Classification/Grade/Band	Senior Display Technician
Kind of Employment	Ongoing
ANZSCO Code	399311
Role Number	new
PCAT Code	1119192
Date of Approval	January 2021
Agency Website	http://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.

This position sits in the Exhibitions Department within the Collections Division and is responsible for supporting the Installation Manager in the departmental planning, and scheduling and delivery of exhibition installation services at the Gallery.

Primary purpose of the role

Leads the installation of large-scale exhibitions, installations, and artwork commissions, and oversees the work of Installation Officers assigned to these exhibitions. Provides advice and technical solutions for the development, realisation and installation of allocated projects under the AGNSW remit, while ensuring safe and compliant delivery of department services.

Key accountabilities

- The position holder is actively engaged in leading installation teams; identifying and implementing processes, procedures, and safe delivery of the exhibitions program and associated gallery operations; prepares and maintains exhibition and gallery spaces, display furnishings and associate materials and documents relevant to installation and WHS processes.
- Supports the Installation Manager with departmental administration including resourcing, exhibition and touring coordination and development, and disseminating information and resources to the appropriate project teams whilst adhering to WHS principles.

- Responsible for planning and programming installation phases of exhibition and touring programs.
- The position holder manages a small team of specialist installation staff to ensure the exhibition program is implemented utilising the highest standards of risk management and museum best practice.
- Team lead for mid-large exhibitions & installations and provide expert technical advice on the development and installation of a wide variety of artworks and projects including representing and contributing in cross disciplinary exhibition development meetings. The position holder is responsible for all facets of artwork realisation and installation.
- Procures goods and services for the department in line with State Government guidelines.
- Safely install a broad variety of artwork with consideration to conservation requirements, spatial needs and aesthetic considerations
- Ensure exhibition storage areas and their contents are well maintained and managed
- Promote a safe workplace by identifying, assessing, documenting and implementing risk mitigation for staff, stakeholders, the public and artworks, while ensuring compliance with WHS standards
- Ensure that departmental documentation, administration, procurement and communication is completed and recorded on the Gallery's database.
- Manage, guide and mentor installation team members to enable successful delivery of Gallery priorities and initiatives

Key challenges

- Contribute to the changing culture of the Gallery by supporting the implementation of new procedures and techniques in the installation team to increase efficiency and promote a safe workplace
- Ensure the necessary planning discipline and communication to facilitate a positive team culture
- Ensure that high standards of installation are communicated and valued within cross disciplinary exhibition development teams

Key relationships

Who	Why
Internal	
Installation Manager	Seek guidance, direction, gain support
Installation Technicians	Manage, coach, lead, and support Share information and collaborate on projects and distribute work.
Exhibitions Department staff	Collaborate with colleagues within the Exhibitions Team to complete planning and scheduling
Collection Division staff	Collaborate and consult with conservators, curators and collection registrars to determine care and handling of artwork
Building Manager	Seek guidance about the building, technical processes and site inductions
External	
Artists and artists' technicians	Collaborate with artists and their staff to achieve successful installations
Contract curators, designers and architects, and specialists	Provide advice and information to inform the design of exhibition spaces and furniture to accommodate the installation needs of artwork

Who	Why
Specialist art handlers, mount makers, and manufacturing suppliers	Collaborate with, and where appropriate contract specialist suppliers to achieve successful installations

Role dimensions

Decision making

Reporting line

Installation Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. Extensive experience in the delivery of complex contemporary commissions and exhibitions in an art museum environment with an ability to manage installation teams.
2. Relevant tertiary or safety qualifications and/or demonstrated technical specialisation in the following areas: rigging, forklift, working at height, large scale object installation, multimedia/multi-disciplinary contemporary art practice, and ability to work, document, and manage multiple projects concurrently and in line with WHS practises.
3. Demonstrated communication and administrative skills with the ability to use museum databases, office & project management software, CAD visual software or similar, and SAP.
4. Proven experience with multi-tiered program delivery; managing competing priorities and networks of internal and external stakeholders.
5. Physically resilient and able to undertake repetitive manual handling, ability to stand for long periods of time and cover significant distances each day.

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

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises an occupation specific capability set.

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	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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 Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations
Relationships	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> • 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
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
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	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans • Clarify the work required, and the expected behaviours and outputs • Clearly communicate team members' roles and responsibilities • Contribute to developing team capability and recognise potential in people • Recognise good performance, and give support and regular constructive feedback linked to development needs • Identify appropriate learning opportunities for team members • Create opportunities for all team members to contribute • Act as a role model for inclusive behaviours and practices • Recognise performance issues that need to be addressed and seek appropriate advice