

POSITION DESCRIPTION

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| POSITION | POSITION NUMBER |
| Installation and Facility Coordinator | 7486 |
| CLASSIFICATION | ANZSCO CODE |
| Band 5 | 399311 |
| DEPARTMENT | DIVISION |
| Art Gallery of Ballarat | Economy and Experience |
| AGREEMENT | LOCATION |
| Ballarat City Council Enterprise Agreement No.9 2023 | Art Gallery of Ballarat |

Position Objectives

- Lead the planning and installation/hanging of exhibitions whilst maintaining the care and safety of the Gallery's collection and of works of art that come under the temporary custodianship of the Gallery.
- Coordinate the rostering of casual installation crew/art handlers to achieve exhibition/events timelines within budget allocations.
- Coordinate Gallery facility maintenance and external contractors.
- Perform maintenance duties related to the presentation and well-being of the collection, stores and temporary exhibitions.
- Coordinate the Gallery's Occupational Health and Safety.

Key Responsibility Areas

- Coordinate the installation and dismantling of artworks in temporary exhibitions, the permanent collection and other Gallery activities.
- Install artworks for exhibitions and collection displays, including installing and maintaining multimedia/audio visual equipment, display equipment and lighting.
- Maintain collection stores and loading bay including packing/crating of artworks, updating locations and return of artworks to correct storage locations.
- Organise general Gallery, materials and equipment maintenance requirements including supply of packing materials and other specialist supplies.
- Maintain a high standard of appearance of the internal and external areas of the Gallery, including cleaning of artworks and objects on display and storage.
- Organise and oversee external contractors for facilities work in the Gallery and offsite stores, including security, cleaning and environmental controls.
- Maintain equipment registers and be responsible for installation, display and facility maintenance equipment and the Gallery Truck.
- Observe Occupational Health and Safety requirements in carrying out all aspects of the role and ensure compliance by other staff and external contractors.
- Oversee the completion of daily and weekly maintenance tasks including the removal and sorting of recycling and waste.
- Undertake security patrols during working hours within Gallery spaces as required.
- OH&S and First Aid officer responsibilities.

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| REPORTS TO: | DIRECT REPORTS: |
| Registrar - Exhibitions and Loans | |
| ORGANISATIONAL RELATIONSHIPS | |

POSITION DESCRIPTION

Internal:

Director Art Gallery of Ballarat
Art Gallery staff
Council Facilities Department
Staff in other Council Departments

External:

Contractors (including tradespeople and suppliers)
Artists
Staff from other galleries
Freight agents and fine art couriers

Accountability and Extent of Authority

- This position is directly responsible to the Registrar, Exhibitions and Loans.
- This position involves a strong project management role. The incumbent shows a high level of initiative and problem solving in coordinating the needs of the facility.
- Work collaboratively with other staff in the Curatorial team. The incumbent facilitates and coordinates the delivery and implementation of exhibitions and leads the art installation team.
- Oversight of building maintenance at the Gallery including: monitoring HVAC system, plumbing, lighting and electrical equipment and monitoring internal and external cleaning.
- Coordinate, oversee and ensure the compliance to council policies of external contractors engaged in facilities and installation activities onsite.
- Periodic review of emergency and evacuation procedures and practices such as fire drills and ensuring all Gallery staff are aware of their levels of responsibility and authority in regard to fire and security measures.

Judgement and Decision Making

- The role requires the assessment of artworks in terms of appropriate installation fittings, processes and equipment to ensure the safety of the artwork and public.
- Responsible for day-to-day decisions relating to installation, including using tools safety and efficiently to achieve design outcomes.
- Responsible for acting within designated budgets. Guidance and advice can be sought from the Registrar or from senior staff.
- Ability to recognise and make recommendations on improvements to systems and procedures that assist with maintaining the facility.
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge or knowledge acquired through previous experience.

Specialist Skills and Knowledge

- Experience in installing artworks and knowledge of appropriate means of handling specific types of works of art.
- Knowledge of principles, practices, standards and ethics relating to the interpretation and development of cultural collections.
- Experience in research, selection and preparation of artworks leading to public outcomes including exhibitions, displays and online content.
- Understanding of cultural significance as it relates to collection development and in processes and practices associated with cataloguing, storage and handling of cultural material.
- Experience in contributing to curatorial projects delivered on time and within budget.
- Desirable - General knowledge of the Art Gallery of Ballarat; a brief history of the building/site, a broad knowledge of the Gallery's programs and the ability to describe some of the Gallery's special/unique features is desired.

POSITION DESCRIPTION

Management Skills

- Ability to supervise part time and casual exhibition staff and implement corporate staff management requirements.
- Coordinate the installation of artwork, audio visual and multimedia exhibitions.
- Manage/organise own daily and weekly work priorities and respond to urgent or competing demands between separate responsibilities to achieve objectives in the most efficient way, with the resources available and within set timeframes.
- Understand and apply OH&S policies and follow safety guidelines in work procedures, recording venue hazards as they are identified.
- Coordination of external contractors, including maintaining contact lists and maintenance records, and provision of regular reports on gallery facilities and equipment.

Interpersonal Skills

- Demonstrated written and verbal communication skills and ability to liaise with a wide range of stakeholders.
- Demonstrated interpersonal skills to contribute to the resolution of minor problems ensuring an efficient and harmonious teamwork environment.
- Ability to work cooperatively with a range of volunteers and staff and maintain confidentiality of information within the Art Gallery of Ballarat.
- High level interpersonal skills and an ability to advocate regarding issues about timelines and budgets.
- Ability to work independently yet be an effective member of a multidisciplinary team.

Qualifications and Experience

- Relevant specialist technical skills and experience in a gallery or museum environment.
- Ability to meet moderate to heavy physical demands of role whilst observing OH&S requirements.
- Minimum VCE or equivalent and/or demonstrated experience working in a curatorial environment.
- Demonstrated experience or willingness to learn applicable skills in working at heights, specifically the use of ladders and hydraulic lifts/platforms, following applicable safety guidelines and procedures.
- Experience of applicable skills in the installation and safe handling of a wide range of artworks and associated mechanical equipment, including lighting.
- Knowledge of basic building maintenance requirements.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualification in a related field with some industry experience or lesser qualification with extensive relevant experience.
- Extensive experience in exhibition installation across a wide range of art media and the handling of artworks.
- Strong skills in time management, planning and the ability to organise own workload and that of other staff, with the ability to supervise casual art handling staff.
- Excellent interpersonal skills and a demonstrated ability to work in a team environment and gain co-operation and assistance from other employees and volunteers.
- Ability to work with a wide range of people, including artists and other art industry stakeholders, with the ability to communicate technical issues and requirements to external contractors.
- Demonstrated knowledge of OH&S policies and practices and an ability to observe and maintain Occupational, Health & Safety regulations and practices by all staff and external contractors at all times, including during exhibition maintenance, installation or demount.
- Demonstrated computer skills, including the use of MS Office suite and databases e.g. Vernon.
- Demonstrated knowledge and experience of industry standards relating to lighting, environment control and art handling.
- An appropriate fitness level to carry out regular lifting and carrying duties and an ability to operate associated plant and machinery relating to exhibition projects.
- Possession of a current Driver's licence is essential.
- Possession of a licence to perform high risk work (forklifts and elevated work platforms) would be an advantage.
- With a focus on onsite service delivery, the ability to work flexibly, cooperatively and an ability to work outside core hours and weekends as required.

City of Ballarat Core Values

POSITION DESCRIPTION

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| <p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. | <p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. | <p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. | <p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. | <p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other. |
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

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| Name: | Signature: | Date: |
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