

# NATIONAL PORTRAIT GALLERY

## POSITION DESCRIPTION

Position Details	
<b>Title</b>	<b>Digital Engagement Lead</b>
<b>Classification</b>	APS6 PN 6756
<b>Salary</b>	\$92,713 – \$108,785
<b>Section</b>	Digital
<b>Security Clearance</b>	N/A
<b>Contact Officer</b>	Gill Raymond, Director, Digital Production, 0408239912 or <a href="mailto:gillian.raymond@npg.gov.au">gillian.raymond@npg.gov.au</a>

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

### About us

The National Portrait Gallery (NPG) aspires to reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore.

We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds.

We're committed to ensuring a child safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

### The position

The occupant of this position sits within the Digital team, reporting to the Director, Digital Production. The team is a dynamic unit responsible for the delivery of the National Portrait Gallery's digital content, including formal and informal learning programs to audiences across Australia and around the world. Under limited direction, this position is responsible for the effective delivery of online, onsite and outreach digital programming, and the management of a small team.

## Specific Tasks

1. Develop and implement the design, development and delivery of livestreamed virtual programs to local, national and international audiences.
2. Plan, manage and execute the delivery of the digital education strategy, including onsite digital experiences, liaising with the NPG Access & Learning team.
3. Scope digital programs and product requirements and monitor project delivery to meet deadlines within budget.
4. Develop and manage new partnerships and collaborative opportunities for new digital initiatives. Foster relationships with online learning communities and seek out collaborations to extend outreach and promote digital programming.
5. Develop and lead training for digital delivery. This includes training online presenters in best-practice digital education delivery and leading training sessions at GLAM sector conferences and workshops.
6. Maintain a sound understanding of digital trends, advancements and innovation; communicating and advising on creative means of using digital technologies to create quality learning resources and increase access for diverse audiences.

## Selection Criteria

1. Demonstrated experience in developing and delivering innovative, inclusive and relevant online programs for diverse audiences.
2. Demonstrated experience delivering complex projects on time and within budget, including managing resources, staffing, schedules, budgets and priorities.
3. Demonstrated experience in establishing strategic partnerships with the aim of increasing attendance and reach for NPG digital programming.
4. Demonstrated ability to work with and lead others in a multidisciplinary team in the development and implementation of high-quality digital programs.
5. Demonstrated experience of working collaboratively; timely sharing of information and ensuring stakeholders internally and externally are consulted and kept informed of project progression.
6. Demonstrated capacity to show initiative, innovation, display resilience and adhere to the Gallery's and the Australian Public Service Values and Code of Conduct. Ability to remain positive and respond to pressure in a controlled manner.

## Applicant Information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to [hrservices@npg.gov.au](mailto:hrservices@npg.gov.au) by the deadline listed below.

If you need more information, please get in touch with Gillian Raymond, Director, Digital Production on 0408239912 or [gillian.raymond@npg.gov.au](mailto:gillian.raymond@npg.gov.au).

**Applications close midnight Thursday 12 December 2024.**

## SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Frequently
Graphical, video production or analytical work	Frequently
Access to designated workstation	Frequently
WORKING HOURS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Rarely
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Occasionally
Peaks and troughs of high and low workload	Occasionally
Overtime	Occasionally
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Work directly with visitors and the public	Frequently
Produce work that is subject to critique or external review	Frequently
PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Never
Standing for long periods	Occasionally
Working outdoors	Rarely
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Handling collection items	Never
Climbing	Rarely
Reaching	Occasionally

Bending/squatting	Frequently
Push/pull	Frequently
Repetitive movements in a short amount of time	Frequently
<b>TRAVEL</b>	<b>FREQUENCY</b>
Locally	Occasionally
Interstate	Occasionally
<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Excessive noise	Never
Low lighting	Rarely
Handling of dangerous goods/equipment	Never
Mandatory Personal Protective Equipment required	Rarely
<b>MANDATORY PERSONAL PROTECTIVE EQUIPMENT</b>	<b>REQUIRED</b>
Safety Footwear (operation of heavy machinery/lifting)	X
Gloves (Lifting/exposure to extreme temperatures/ handling of dangerous goods/equipment)	X
Hearing Protection (excessive noise)	X
Hi Visibility Clothing (operation of heavy machinery)	X
Protective Eyewear (handling of dangerous goods/equipment)	X
Warm Clothing (exposure to extreme temperatures)	X
<b>SAFETY TRAINING, PERMITS AND CERTIFICATES</b>	<b>REQUIRED</b>
NPG Induction	✓
Driver's Licence	X
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	✓
Manual Handling	✓
Provide First Aid	X
Fire Warden	X
Chief Warden	X
Business Continuity	X
Hostile Intruder and Lockdown	X

White Card	X
High Risk Work Licence	X
Work Safely at Heights	X
Elevated Work Platform	X
Verification of Competency for plant and equipment	X

***Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.***

DESIGNATED EMERGENCY ROLES	REQUIRED
First Aid Officer	X
Area Warden	X
Floor Warden	X
Deputy/Chief Fire Warden	X
Business Continuity Team Member	X
Business Continuity Team Leader/Deputy	X
Authorised Officer	X