

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

Position Details	
Title	Head of Registration
Classification	EL1, PN6735
Salary	\$119,560 - \$140,814
Section	Curatorial & Collection
Security Clearance	National Police Check / Baseline Clearance
Contact Officer	Director, Curatorial & Collection

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 reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand.

The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities.

The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

The position

The Head of Registration is essential to the culture of collaboration that underpins the Gallery's success. Reporting to the Director, Curatorial and Collection, the Head of Registration oversees the management of the NPG collection and registration requirements relating to the exhibition program.

Working as part of a small, multidisciplinary team, this role coordinates workflow, undertakes reporting duties, takes carriage of relevant policies and procedures, and manages a dynamic schedule of priorities across the Curatorial & Collection directorate and the Gallery. They ensure that best practice standards are maintained at all times in relation to the care, storage and movement of artworks and work collaboratively with colleagues across the Gallery to facilitate a dynamic program.

The Head of Registration is a leadership role, leading the registration team and requires highly developed leadership, communication, negotiation, and project management skills combined with initiative and sound judgement. The candidate should be an adaptive problem solver who is open to innovative ways of working.

Specific Tasks

1. As the head of the registration team, take responsibility for the care and carriage of both the collection and any artworks in the temporary custody of the Gallery (exhibitions, travelling exhibitions, acquisitions and loans), adhering best practice museum standards around handling, storage, freight, documentation and budget management.
2. Oversee the Gallery's collection management system (CMS) and manage the development, implementation and review of collection data standards
3. Oversee the Gallery's copyright processes including providing high -level advice on copyright legislation and management of Gallery copyright process related to the Collection and Exhibitions
4. Ensure the gallery is compliant with national and international regulations and procedures for the movement of cultural objects. This includes maintenance of the Gallery's Approved arrangements, Known Consignor Scheme status, insurance coverage and indemnification.
5. Liaise effectively with the curatorial, exhibitions and facilities teams to successfully deliver our exhibition program, working collaboratively and adaptively.
6. Lead and build capacity within the registration team, promoting and demonstrating an organizational culture of collective responsibility.
7. Steer team project planning and monitor performance.
8. Manage and report on projects against deliverables. Provide high quality and relevant professional advice, including formal written reports, to the Executive.
9. Maintain up-to-date knowledge of the Gallery's strategic objectives and how these inform and adjust the work of the Curatorial and Collection Directorate.
10. Uphold all policies and procedures relating to collection care and exhibition registration and take responsibility for regular policy review.
11. Credibly represent the Gallery internally, in public and to stakeholders. Provide high level advice to the Director, Curatorial & Collection on matters relating to collection management practices, procedures and care of the collection that is attentive to evolving approaches within the industry.

Section Criteria

1. Demonstrated expert knowledge in best practice processes for the safe handling, packing, transportation and storage of art objects and in the co-ordination of transportation arrangements for art works within a museum or gallery environment.
2. Demonstrated high level experience of supporting strategic direction and steering operational processes.
3. Proven ability to work on several projects simultaneously and to plan, organise, manage and prioritise activities and resources to specified deadlines.
4. Proven capacity to provide effective leadership to the registration team and build productive and mutually beneficial relationships with internal and external stakeholders.
5. Demonstrated knowledge and capacity to apply the APS Values; participative management practices; workplace diversity principles; ability to accept challenges and new opportunities.
6. Strong evidence of effective skills in written and oral communication, including report and policy writing, ensuring accuracy and attention to detail as well as an understanding of standards and obligations in relation to loan agreements and other contractual documents

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 hrrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Isobel Parker Philip, Director, Curatorial & Collection on 02 6102 7048 or by email isobel.parkerphillip@npg.gov.au.

Applications close midnight Sunday 06 July 2025.

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	Rarely
Access to designated workstation	Frequently

WORKING HOURS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Occasionally
Intensive work over an extended period to achieve a deadline	Occasionally
After hours events or programs	Occasionally
Peaks and troughs of high and low workload	Frequently
Overtime	Rarely
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)	Never
Work directly with visitors and the public	Occasionally
Produce work that is subject to critique or external review	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Occasionally
Standing for long periods	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Handling collection items	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Occasionally
Interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Rarely
Exposure to extreme temperatures	Rarely
Operation of heavy machinery e.g. forklift	Never
Excessive noise	Rarely
Low lighting	Rarely
Handling of dangerous goods/equipment	Rarely
Mandatory Personal Protective Equipment required	Frequently

MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
Safety Footwear (operation of heavy machinery/lifting)	✓
Gloves (Lifting/exposure to extreme temperatures/ handling of dangerous goods/equipment)	✓
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

SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	X
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	✓
Manual Handling	✓
Provide First Aid	X
Fire Warden	✓
Chief Warden	X
Business Continuity	✓
Hostile Intruder and Lockdown	✓
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	✓
Deputy/Chief Fire Warden	X
Business Continuity Team Member	X
Business Continuity Team Leader/Deputy	✓
Authorised Officer	X