

# NATIONAL PORTRAIT GALLERY

## POSITION DESCRIPTION

Position Details	
Title	Program Coordinator
Classification	APS6 PN7354 Ongoing
Salary	\$96,236 - \$112,919
Section	Access and Learning
Security Clearance	National Police Check & Working with Vulnerable People Card
Contact Officer	Head, Education & Creative Learning

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 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 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. 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 Gallery seeks a skilled and motivated professional to lead the development and delivery of innovative learning and public engagement programs that reflect the Gallery's commitment to creativity, inclusivity, and audience connection.

Reporting to the Head, Education and Creative Engagement, this role sits within the Access and Learning section and works collaboratively across the Gallery to enhance visitor experience through dynamic, high-quality programming. The Program Coordinator plays a pivotal role in shaping audience engagement with the National Collection and temporary exhibitions.

This position is responsible for the strategic coordination and hands-on delivery of education and public engagement programs, resources, and associated administrative functions. It supports a broad range of audience segments, including schools, families, young people, adult learners, and communities with specific access needs. The role requires active involvement in on-ground program delivery, including professional learning for educators and public-facing engagement. The successful candidate will demonstrate strong leadership, project management, and stakeholder engagement skills to deliver impactful and memorable experiences for all visitors.

## Specific Tasks

1. Design, coordinate, and deliver innovative public engagement programs, including associated resources and administrative processes, that enrich exhibitions and position the Gallery as a leader in audience engagement.
2. Contribute to the development and delivery of engaging education programs that strengthen school engagement with the Gallery, including leading targeted professional learning initiatives for educators.
3. Coordinate the delivery team by setting priorities, managing workflow, and allocating resources to ensure high-quality outputs aligned with section objectives.
4. Collaborate across Gallery sections and with external stakeholders to plan and deliver large scale programs, including preparing schedules, budgets, briefs, ideating concepts, identifying talent, managing logistics and co-ordinate risk assessments.
5. Monitor and evaluate program outcomes using audience data and analytics to inform continuous improvement and strategic planning.
6. Provide line management for delivery staff, including supervision, performance management, and professional development to ensure consistent, high-quality program delivery.

## Section Criteria

1. Demonstrated experience in developing, delivering, and evaluating education and public programs for diverse audiences, including adults, children and family groups, students and teachers and communities with specific access needs.
2. Strong understanding of audience engagement methodologies, audience segmentation, and sector trends in public and educational engagement within cultural settings
3. Demonstrated ability to manage multiple projects concurrently, ensuring delivery on time and within budget. This includes effectively coordinating resources, staff, schedules, and priorities to meet program objectives. Highly developed interpersonal and communication skills, including the ability to build and sustain productive relationships, negotiate effectively with stakeholders and applies sound judgement in decision-making
4. Demonstrated commitment to maintain a child safe and child friendly environment, with skills that enhance children's positive engagement in the Gallery.
5. Demonstrated stewardship of the Gallery's and the Australian Public Service Values, Code of Conduct and Work Health and Safety principles and practices.

## Industry specific:

- Qualifications or experience in either the visual arts, Australian history, museum studies and/or education are desirable.
- Knowledge and/or experience working in a cultural agency with an understanding of portraiture is desirable.

## 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. **Applications close midnight Monday 22 September 2025.**

If you need more information, please get in touch with Alana Sivell on 02 6102 7073 or by email at [alana.sivell@npg.gov.au](mailto:alana.sivell@npg.gov.au)

## SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Occasionally
Graphical, video production or analytical work	Rarely
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	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)	Rarely
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	Rarely
Standing for long periods	Occasionally
Working outdoors	Rarely

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Rarely
Handling collection items	Never
Climbing	Never
Reaching	Rarely
Bending/squatting	Rarely Occasionally
Push/pull	Occasionally
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Frequently
Interstate	Occasionally

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

MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
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 Rarely
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	X
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	X
Deputy/Chief Fire Warden	X
Business Continuity Team Member	✓
Business Continuity Team Leader/Deputy	X
Authorised Officer	X