

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

Position Details	
Title	Gallery Design Specialist
Classification	APS 6, PN6067
Salary	\$99,734 - \$116,758
Section	Curatorial and Collection
Security Clearance	National Police Check
Contact Officer	Head of Exhibitions, Katrina Power

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 Gallery Design Specialist is responsible for design and coordination of fabrication of the 3D aspects of exhibitions and collection displays for the National Portrait Gallery (Gallery) including travelling exhibitions. Reporting to the Head of Exhibitions, the role works closely with members of the Curatorial and Collection section including Curators, Exhibitions and Installations Coordinators. The position requires high-level design skills, and experience in exhibition delivery and contractor coordination.

Specific Tasks

- Design exhibitions and collection based projects in collaboration with Curators, and working closely with Exhibitions and Registration team members, meeting international museum standards, with the ability to design successful exhibitions, covering all fabrication elements, across the breadth of objects, digital media and installations. This may include collaborating with artists to realise complex installations and displays.
- Coordinate with Exhibitions and Facilities team members and contractors to ensure exhibition design is delivered to schedule and to agreed standards. Engage painters, fabricators, and other contractors as required, and oversee the refurbishment of the galleries.
- Develop effective working relationships with a range of stakeholders including Gallery staff, artists and their representatives, staff from other venues, contractor Exhibitions Designers and other external specialists and contractors regarding aspects of the delivery of the exhibition design.
- Participate in matrix-team delivery of exhibitions, projects and events throughout the Gallery and actively support best practice WHS and inclusive work practices.

Section Criteria

- Demonstrated knowledge and relevant experience in museum practices and procedures and the design, installation and delivery of exhibitions in a gallery or museum.
- Relevant tertiary design qualifications with a minimum of 8 years design experience in a gallery or museum and a demonstrated ability to use Vectorworks and the Adobe Creative suite for the design of exhibitions.
- Sound knowledge of lighting systems and architectural considerations, applied to inform cohesive design decisions including paint and graphic treatments.
- Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility.
- Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others on sensitive issues.
- Highly developed organisational and project management skills, including working with initiative to manage multiple projects, set priorities, meet deadlines and work to a budget.

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 by the deadline listed below.

If you need more information, please get in touch with Katrina Power on 02 6102 7179 or by email katrina.power@npg.gov.au

Applications close midnight Wednesday 8 April.

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	Occasionally
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Rarely
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)	Rarely
Work directly with visitors and the public	Rarely
Produce work that is subject to critique or external review	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Occasionally
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	Occasionally
Climbing	Rarely
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Occasionally
Interstate	Occasionally

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

MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
Safety Footwear (operation of heavy machinery/lifting)	✓
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

SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	✓
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	X
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	✓
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