

<b>Position Title:</b>	Coordinator, Exhibitions and Collection
<b>Award / Level:</b>	LGA MA000112 - Level 5
<b>Department:</b>	Penrith Regional Gallery, Home of the Lewers Bequest
<b>Type:</b>	FIXED TERM - PART TIME

### Position Purpose

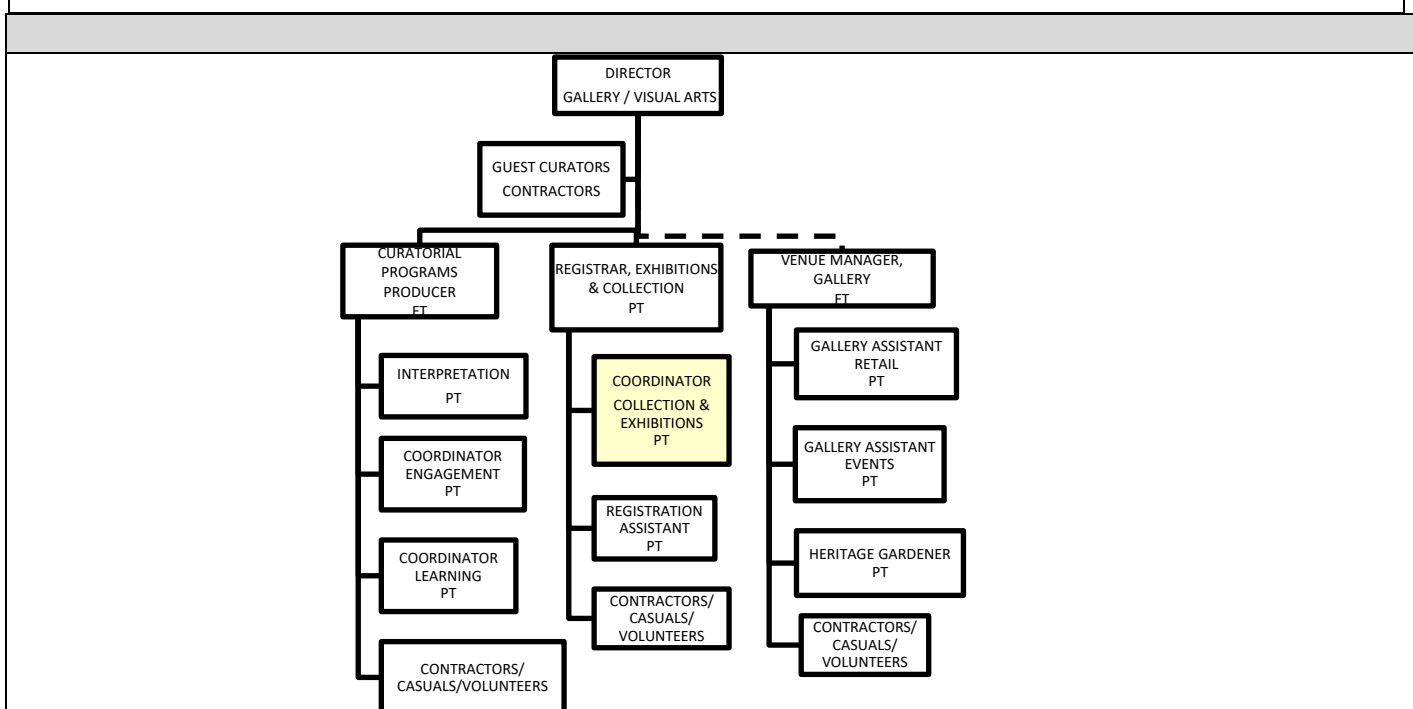
The Coordinator, Exhibitions and Collection plays a key role in the administration and coordination of the Gallery’s Exhibitions and Collection programs. Reporting to the Registrar, Exhibitions and Collection, the role works closely with the Registration Assistant and other Coordinators, as a central position within the Gallery’s Logistics team.

The primary purpose of the role is to provide a high level of administrative support to the Gallery’s exhibition programs, particularly in facilitating incoming loans and freight, and contributing to the Gallery team during exhibition turnarounds. Working closely with the Curatorial and Engagement team, this position provides logistical support to exhibition and other projects, including engagement programs, curated and touring exhibitions, also collection-based research and displays.

Utilising in-depth knowledge in the care and management of collections within a museum environment, the Exhibitions and Collection Coordinator also works in conjunction with the Registration Assistant on ensuring the Penrith Regional Gallery Collection is managed to meet best practice principles. The role requires knowledge of preventative conservation methods and the safe handling and storage of artworks, and solid experience in the use of Vernon CMS for managing Collection data.

Under the direction of the Registrar, Exhibitions and Collections, the key responsibilities of this role include:

- managing outgoing and incoming loans and associated correspondence
- coordinating exhibition turnarounds, including scheduling of freight, contractors and casual technicians
- overseeing the handling and movement of all artworks on exhibition, and assisting with exhibition maintenance
- facilitating collection access and research requests
- maintaining Vernon CMS records regarding object movements, insurance valuations and acquisitions
- contributing to the progress of the Collection Inventory check
- contributing to the realisation of all exhibition and collection projects.



## Key Result Areas

### 1. Exhibition Logistics

#### Major Actions

- Contribute to the logistical planning in relation to inward and outward loans, including liaison with lenders/borrowers, packing and transport requirements, exhibition installation and deinstallation, storage and display for both Collection and Loan material.
- Contribute to the physical handling and condition reporting of artworks during exhibition turnarounds
- Conduct exhibition maintenance tasks and advise other Gallery staff of specific requirements for the ongoing care of artworks while on display
- Update Facility Reports and assist with the monitoring of security and environmental controls within Exhibition spaces.
- Ensure all PP&VA WHS policies and procedures are understood and adhered to by all relevant stakeholders.
- Support the Curatorial and Engagement team on the logistical requirements of exhibition and related engagement projects

#### Performance Measures

- Detailed and timely registration for all outgoing and incoming loans.
- Well-developed processes and safe and efficient procedures in relation to WHS.
- Efficiently contributes to the realisation of all exhibition and engagement projects

### 2. Collection program

#### Major Actions

- Assist with accurate and up to date record keeping of Collection items, and contributes to maintaining museum standards in Collection storage, security and risk management; undertaking basic preventive conservation work when instructed by the Registrar, Exhibitions and Collection.
- Assist in the updating and maintenance of the Vernon CMS database, including supporting the Registration Assistant in physical handling and condition reporting of artworks during the Collection Inventory Check process
- Prepare Collection items and collection data for external researchers, curators, borrowing institutions, and external conservators, including preparing condition reports when required, also arranging freight and photography

#### Performance Measures

- Increased functionality and efficiency in the use of Vernon CMS, demonstrated through ongoing data updates, field usage improvement and increased accessibility of Collection data
- Adherence to museum standards of Collection Care, as evidenced by facilitating consistent preventative conservation and object handling procedures.
- Efficiently contributes to the facilitation of collection access and development projects

**NB: All shaded areas are compulsory for every Position Description**

### 3. Customer Service

#### Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy education customer needs
- Present a positive image of PP&VA

# POSITION DESCRIPTION

## 4. Corporate Governance and Effective Work Practices

### Major Tasks

- Work as part of a team
- Ensure all work is completed accurately and on time
- Support other team members
- Actively listen and use positive communication techniques
- Work within the policies, guidelines and statutory requirements for the work being undertaken
- Follow defined WHS guidelines, and maintain a clean and safe workplace
- Provide effective customer service, always be conscious of PP&VA's public image
- Deal with the public in a courteous manner and promote PP&VA in a positive way
- Undertake alternative duties as directed from time to time
- Supervise and/or train staff (after sufficient experience with PP&VA)

## Individuals with NO Staff reporting to them

### 6. Work Health and Safety (WHS)

#### Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

### Performance Expectations

- Work completed is accurate and attention to detail is demonstrated
- Work from any of PP&VA's sites and carry out other duties as required
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance is satisfactory and leave is planned well in advance
- Time is managed efficiently and work is completed within reasonable timeframes
- Work is completed in line with WHS guidelines and contribution is made to WHS consultative process
- Effective communication and interpersonal skills are applied
- Motivation and cooperation are demonstrated
- Undertake training as directed
- Commitment to EEO and anti-discrimination is demonstrated
- PP&VA resources are used efficiently

# POSITION DESCRIPTION

## Qualifications, Experience and Specialist Skills & Knowledge

### Essential

1. Demonstrated knowledge of and experience with exhibitions and collection management practices in a museum or gallery setting.
2. Demonstrated ability to coordinate tasks and manage competing deadlines and projects according to Gallery and PP&VA agendas and priorities.
3. Ability to maintain productive working relationships with internal and external stakeholders, colleagues, and community members. Ability to negotiate effectively with strong verbal, written and interpersonal communication.
4. A demonstrated understanding of cultural sensitivities and the associated impacts on collection management and access.
5. Experience in Vernon Collection Management System or other collection management system.
6. Experienced art handler.

### Desirable

1. Current Australian drivers' licence and a Working with Children check or willingness to obtain one.
2. Degree in discipline related to museology, or art history, or curatorship, or collections management or conservation, or equivalent professional experience.

## Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

## Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

### Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

### Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

### Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

## Values and Behaviours

### Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

### Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

### Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

### Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

### Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals