

POSITION DESCRIPTION

Position Title:	Installer
Award / Level:	LGA MA000112 Level 4
Department:	Penrith Regional Gallery, Home of the Lewers Bequest
Type:	CASUAL

Position Purpose

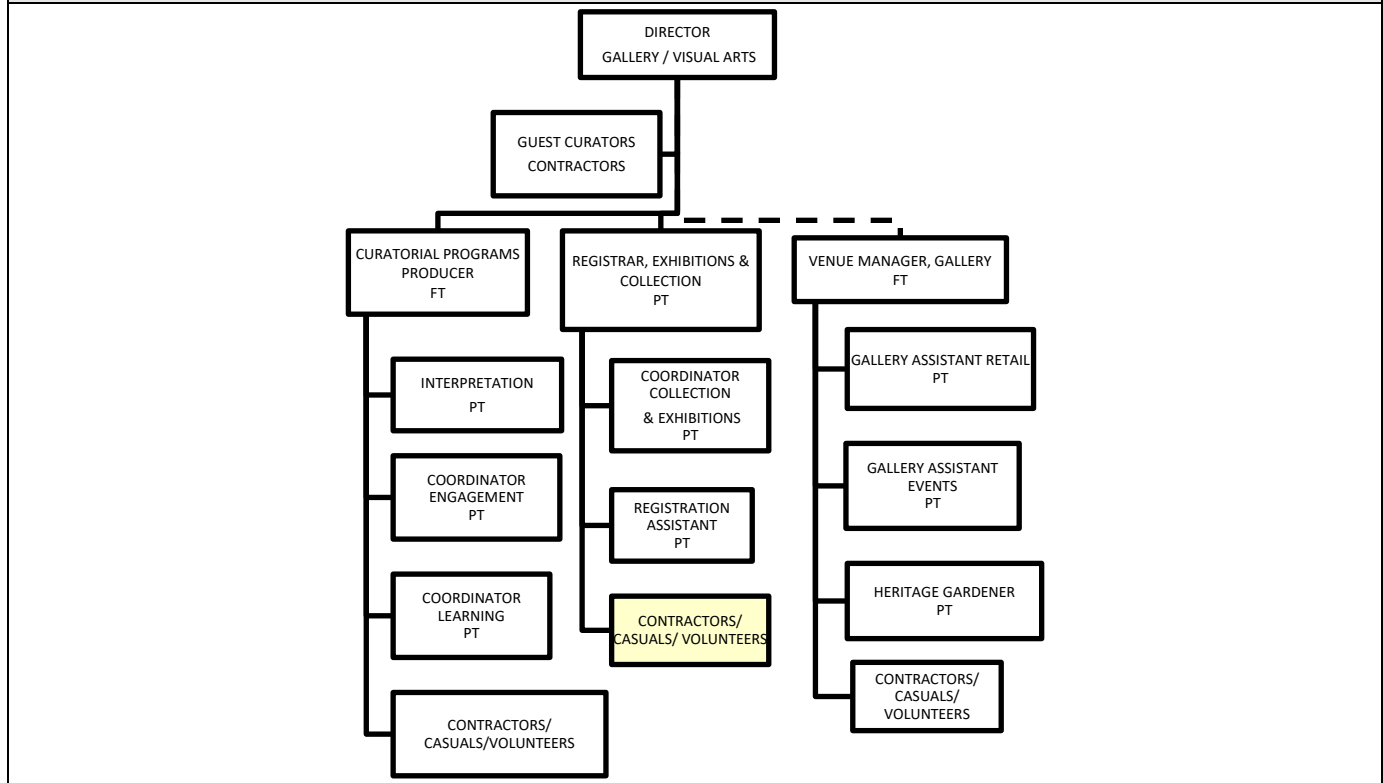
The Casual Installer position facilitates the technical requirements for the Gallery’s programs, particularly in the delivery of exhibitions and handling of the Penrith Regional Gallery Collection. The role requires high level technical, construction and installation skills, and considerable art handling experience in a gallery or museum environment.

Casual Installers work as part of a team and are required to work efficiently and to deadline, under the instruction of the Registrar, Exhibitions and Collection.

Casual Installers perform a wide range of tasks, including:

- Assisting with the technical requirements of exhibition installation as part of a team
- Devising installation and object display solutions including the production of storage supports for objects and exhibition furniture
- Providing best practice handling of all artworks/objects at all times
- Providing technical assistance across Collection, Education and Engagement programs as directed
- Assisting with the maintenance and management of storage areas, tools and equipment as directed

Department Structure



Key Result Areas

1. Exhibition Installation and Technical support

Major Actions

- Provide technical expertise and advice in the execution of installations
- Devise installation and object display solutions including the production of storage supports for objects and exhibition furniture
- Demonstrate best practice museum standards in the handling of artworks
- Provide technical assistance across Collection, Education and Engagement programs as directed
- Assist with the maintenance and management of storage areas, tools and equipment as directed

Performance Measures

- Efficient execution of exhibition build and installation while maintaining professional communication with the Registrar, Exhibitions and Collection, install team, and external stakeholders.
- Safe completion of install tasks for all staff and artworks in accordance with agreed timeframes

NB: All shaded Key Result Areas are compulsory for every Position Description

2. 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 customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery

Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

3. Corporate Governance and Effective Work Practices**Major Tasks**

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti-discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors, and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified, and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System - IMS

Individuals with NO Staff reporting to them**4. 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 Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

POSITION DESCRIPTION

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Minimum of three years' experience in the production and hands-on installation of complex exhibitions and displays
- High level knowledge of construction and installation techniques
- Knowledge and experience of WH&S and its practical application
- Knowledge of best practice collection management procedures including object care and handling, conservation principles and practices and environmental requirements
- Demonstrated experience working with a multi-disciplinary team including designers, registrars, curators and installation staff
- Strong interpersonal and communication skills
- Good organisational skills, the ability to prioritise work and meet deadlines.

Desirable

- A current First aid certificate, or the willingness to attain one
- A current NSW drivers' license
- The ability to work in physically demanding situations such as heavy lifting and working at heights

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