

## POSITION DESCRIPTION

<b>Position Title:</b>	Lead Technician
<b>Award / Level:</b>	LGA/ Level 5
<b>Department:</b>	Penrith Regional Gallery, Home of the Lewers Bequest
<b>Type:</b>	FIXED TERM - PART TIME

### Position Purpose

The Lead Technician:

- Works under the instruction of the Registrar to assist with the supervision of staff during installs, ensuring the use of best practice standards and timely delivery
- Utilises technical skills in the provision of installation solutions and creation of exhibition furniture
- Utilises expert knowledge in the delivery of gallery lighting designs, installations and maintenance
- Utilises expert knowledge in AV installation and management
- Provides technical support to Events and Education/Engagement activities
- Maintains the exhibition space and utilises technical expertise to assist with potential upgrades
- Provides best practice solutions for the storage and transport of artworks

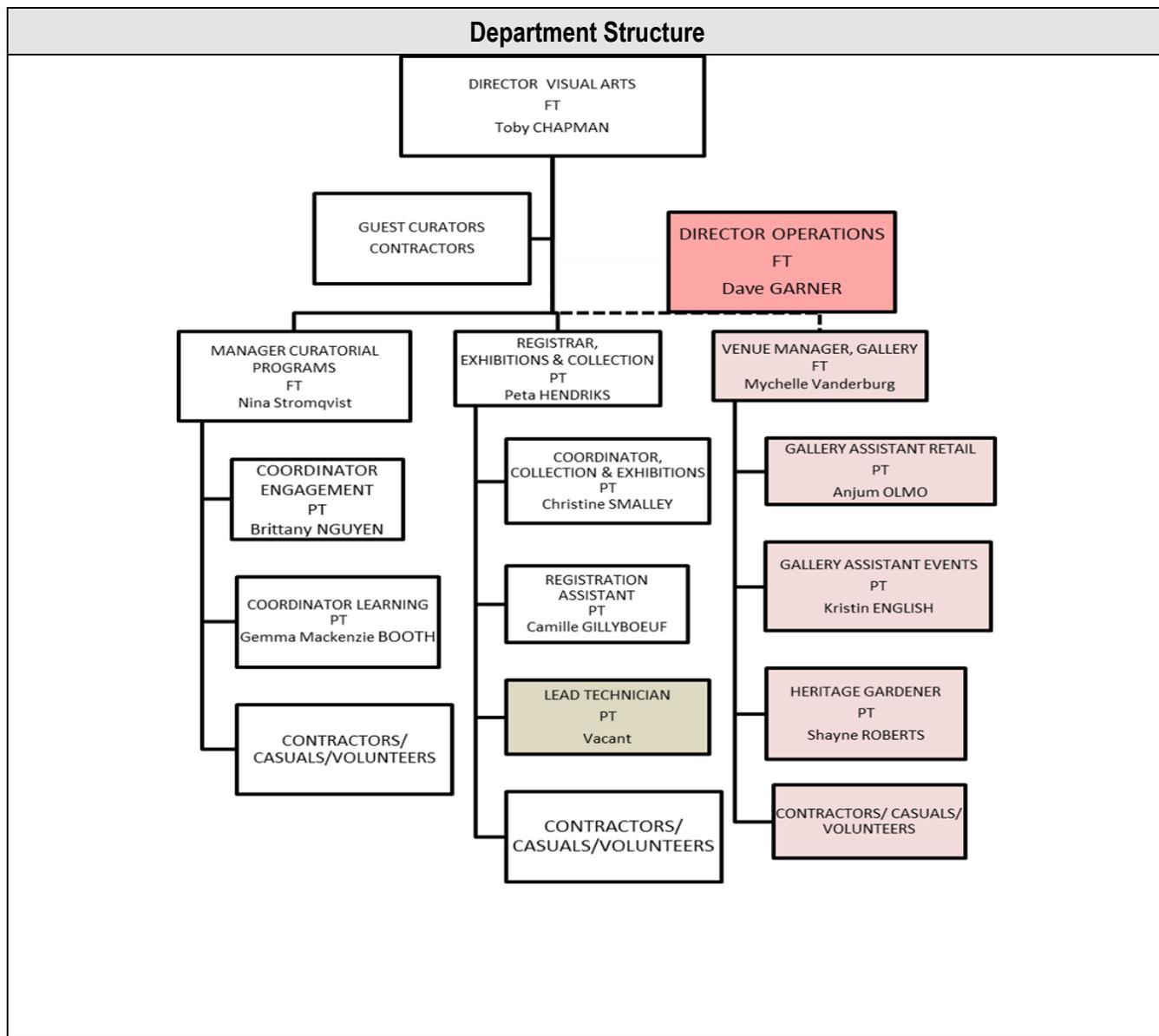
This position facilitates the Gallery's technical needs on an ongoing basis and provides technical information and skills as a resource to support the Registrar and Curatorial Programs Manager. This role requires a high level of problem solving ability as well as the knowledge and skills to apply best practice standards in a regional gallery environment.

This position works as part of a team in delivery of the gallery program which is open seven days a week, 362 days a year. The regular roster will require two days a week with negotiation for install periods. During install, this position will assist with the coordination of casual technicians in consultation with the Registrar.

This position requires flexibility and patience, good communication skills, the ability to multi-task and to prioritise according to deadlines. It requires a high level of construction techniques and AV expertise, as well as experience working in a museum or gallery environment and ability to apply those industry standards of presentation and handling.

This position requires knowledge of collection management procedures including object care and handling, mount-making, conservation principles and practices and environmental requirements as well as demonstrated experience working with a multi-disciplinary team including designers, registrars, curators and installation staff.

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

Key Result Areas
<p><b>1. Exhibition installation</b></p> <p><b>Major Actions</b></p> <ul style="list-style-type: none"> <li>• Provide technical support and specialised knowledge to inform the planning and implementation of installation and deinstallation</li> <li>• Book casual technicians for exhibition installation and deinstallation.</li> <li>• Creation of exhibition build and furniture as required for install</li> <li>• Provide advice regarding lighting and AV requirements</li> <li>• Provide technical expertise and advice to the Registrar and Coordinator, Exhibitions and Collections in the execution of installations</li> <li>• Under the direction of the Registrar, supervises casual technicians to implement installation schedules</li> <li>• Contribute to management of exhibition budgets by coding invoices and receipts for approved spend.</li> <li>• Uses best practice standards in the handling of artworks</li> </ul> <p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• Efficient execution of exhibition build, install tasks and necessary communication with the Registrar</li> <li>• Safe completion of install tasks for all staff and artworks in accordance with agreed timeframes</li> </ul>
<p><b>2. Storage and transport</b></p> <p><b>Major Actions</b></p> <ul style="list-style-type: none"> <li>• Preparation and construction of storage and transport solutions for the Gallery collection and/or associated artwork loans in consultation with the Registrar</li> </ul> <p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• Completion of technical tasks according to scheduled timeframes</li> <li>• Artworks stored or transported safely</li> <li>• Efficient use of materials and storage space within the Collection area</li> </ul>
<p><b>3. Exhibition Maintenance and upgrades</b></p> <p><b>Major Actions</b></p> <ul style="list-style-type: none"> <li>• Performance of routine exhibition maintenance as instructed by the Registrar</li> <li>• Provides input and performs exhibition upgrades under instruction from the Registrar</li> </ul> <p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• Keeps Registrar informed about issues arising from maintenance routine</li> <li>• Responds in timely fashion to requests for work to be completed</li> <li>• Exhibition is maintained in compliance with best practice standards</li> </ul>
<p><b>4. Customer Service</b></p> <p><b>Major Tasks</b></p> <ul style="list-style-type: none"> <li>• Provide effective service to PP&amp;VA customers and the community</li> <li>• Provide effective service to internal customers</li> <li>• Accurately identify the needs of customers</li> <li>• Take action to satisfy customer needs</li> <li>• Present a positive image of PP&amp;VA/ The Joan/ The Gallery</li> </ul> <p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• A calm conciliatory approach is used in all customer dealings</li> <li>• Active listening techniques are applied in customer dealings</li> <li>• Customer needs are identified and confirmed with the customer</li> <li>• Appropriate action to satisfy the customer need is identified and implemented</li> <li>• Personal presentation and grooming adheres to organisational and departmental guidelines</li> </ul>

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### Key Result Areas

#### 5. Corporate Governance and Effective Work Practices

##### Major Tasks

- Carry out work inline 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

#### 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 Measures

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

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### Qualifications, Experience and Specialist Skills & Knowledge

#### Essential

- Minimum of three years' experience in the production and hands-on installation of complex exhibitions and displays, including AV experience
- Minimum three years' experience in the production of storage and transport solutions for artworks and objects
- High level knowledge of construction and installation techniques
- The ability to work in physically demanding situations such as working at heights
- Knowledge and experience of WH&S and its practical application
- Knowledge of best practice collection management procedures including object care and handling, mount-making, 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.
- A current NSW drivers' license.
- A current First aid certificate, or the willingness to attain one

#### Desirable

- Preparedness to work as a courier for artwork transport

### 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

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## Values and Behaviours

### 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

### 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