

POSITION DESCRIPTION

Gallery Manager, Lewers: Penrith Regional Gallery

POSITION DETAILS	
Position Title:	Gallery Manager
Award / Level:	PP&VA Performance Based Contract – Level 10
Department:	Lewers: Penrith Regional Gallery, PP&VA Executive
Employment Type:	Full-Time – 3 Year Contract
Reports To:	Chief Executive and Artistic Director
Direct Reports:	Curator, Collection; Venue Manager; Production and Exhibitions Coordinator; Assistant Curator; Learning Coordinator; Public Programs Coordinator; Administrator.
PD Review Date:	December 2026

POSITION PURPOSE
<p>PP&VA is a small, passionate and dedicated organisation that exists to serve our community through art, music and culture. While each role has its own focus, we achieve our purpose by working together. Employees are encouraged to look for opportunities to support colleagues and collaborate across teams, so that as a whole organisation we can offer the best possible experience to our artists, audiences and community.</p> <p>The Gallery Manager is a senior leadership role responsible for the artistic, curatorial and operational performance of Lewers: Penrith Regional Gallery. The role leads all aspects of the visual arts program across PP&VA: from exhibition development and collection stewardship to education, engagement and community access. The Gallery Manager is an experienced, creative and strategically minded leader with deep knowledge of contemporary visual arts practice, curatorial standards, collection management and visitor experience.</p> <p>Reporting to the Chief Executive and Artistic Director and as a member of the PP&VA Executive Leadership Team, the Gallery Manager translates organisational strategy into a distinctive, relevant and high-quality visual arts program. The role champions Lewers: Penrith Regional Gallery as a significant cultural institution within the Western Sydney context and represents PP&VA's visual arts interests to funders, partners, media and the broader sector.</p>

KEY RESULT AREAS
<p>1. Artistic and Curatorial Leadership</p> <p>Major Tasks</p> <ul style="list-style-type: none"> Develop and implement a visionary and commercially viable annual exhibition program that reflects the artistic ambitions of PP&VA and responds to the cultural landscape of Western Sydney. Lead all curatorial decision-making, including the commissioning, selection and presentation of exhibitions drawn from the permanent collection, new commissions and touring programs. Maintain and develop relationships with key stakeholders including Penrith City Council; Cultural institutions and peak bodies at a national and international level; artists, curators and local community organisations. Ensure the artistic program reflects PP&VA's commitments to access, diversity and community representation, including First Nations perspectives. Represent Lewers: Penrith Regional Gallery at sector forums, panels, public programs and media engagements as required.

- Contribute to PP&VA's organisational strategy and planning processes as a member of the Executive Leadership Team and Artform Leaders Group.

Performance Measures

- A distinctive, high-quality and financially sustainable exhibition program delivered annually.
- Strong critical and community reception to the program, evidenced through audience feedback, media coverage and peer recognition.
- Demonstrated engagement with and representation of Western Sydney artists and communities.
- Active and productive relationships maintained across the national and international arts sector.

2. Collection and Exhibitions Management

Major Tasks

- Provide strategic oversight for the care, development and interpretation of the permanent collection, in accordance with professional museum standards and PP&VA policy.
- Ensure the collection acquisition, de-accession and loan processes are managed in accordance with the Collection Management Policy and best practice standards.
- Champion investment in the collection's long-term preservation, documentation and digitisation.
- Ensure compliance with all relevant legislative and regulatory requirements relating to cultural property, copyright and provenance.

Performance Measures

- Collection managed in accordance with professional standards and PP&VA's Collection Management Policy.
- Exhibition logistics delivered on time and within budget.
- Collection development program advancing measurably year on year.

3. Education, Learning and Community Engagement

Major Tasks

- Lead the strategic direction of the gallery's education, learning and public programs, ensuring they are innovative, accessible and aligned with the exhibition program.
- Develop and maintain partnerships with schools, universities, community organisations and government agencies to extend the reach and impact of gallery programs.
- Ensure the gallery's physical and digital environments are welcoming and accessible to all members of the community, including people with disability.
- Build audience development strategies that grow attendance, deepen engagement and diversify the gallery's visitor base.
- Oversee the gallery's public programs calendar, including artist talks, tours, workshops and community events.

Performance Measures

- Education and public programs delivered to a high standard and aligned with the artistic program.
- Audience attendance and satisfaction targets achieved.
- Measurable growth in community partnerships and participation.

4. Operational and Financial Management

Major Tasks

- Develop and manage the gallery's annual budget in partnership with the CEO and CFO, ensuring the program is delivered on budget and revenue targets are met.
- Lead, manage and develop the gallery team, including direct and indirect reports, through clear expectations, regular feedback and professional development opportunities.
- Maintain effective operational systems for the gallery, including venue hire, retail, visitor services and front-of-house operations.

- Ensure all WHS obligations are met across gallery operations, including compliance with PP&VA policy and relevant legislation.
- Contribute to grant applications, acquittals and funder reporting as required, in collaboration with the CEO.
- Oversee all contractual and legal documentation relating to the gallery's program, including artist agreements, exhibition contracts and loan agreements.

Performance Measures

- Gallery budget managed within agreed parameters, with revenue targets achieved.
- Gallery team performing effectively, with professional development plans in place for all staff.
- WHS compliance maintained across all gallery operations.
- Grant obligations met on time and to a high standard.

5. Corporate Governance and Effective Work Practices

Major Tasks

- Work as an effective member of the PP&VA Executive Leadership Team, contributing to organisational strategy, planning and decision-making.
- Comply with all PP&VA policies, procedures and statutory requirements relevant to the role.
- Ensure all work is completed accurately, on time and in accordance with PP&VA's values and standards.
- Actively contribute to a positive, collaborative and high-performing organisational culture.
- Model and reinforce PP&VA's values and behaviours across the gallery team and in all external dealings.
- Undertake additional duties as directed by the CEO from time to time.

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.

QUALIFICATIONS, EXPERIENCE AND SPECIALIST SKILLS & KNOWLEDGE

Essential

- Tertiary qualification in visual arts, art history, curatorial practice, museum studies or a related discipline.
- Significant experience in a curatorial or gallery leadership role, including demonstrated experience managing an exhibition program.
- Deep knowledge of contemporary visual arts practice, collection management principles and professional museum standards.
- Demonstrated experience in budget development and financial management.
- Proven leadership and people management skills, including the ability to develop and motivate a team.

- Excellent written and verbal communication skills, including experience in public speaking, media and stakeholder engagement.
- Experience in grant writing and funder acquittal reporting.
- Current NSW Working With Children Check.

Desirable

- Postgraduate qualification in a relevant discipline.
- Experience working within a local government or publicly funded cultural institution.
- Knowledge of the Western Sydney cultural context and existing relationships within the sector.

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 and its staff uphold the following values and behaviours in all aspects of their work.

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 PP&VA 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.

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 and am consistent in the application of processes.

Openness

- I am transparent and straightforward.
- I am able to discuss problems or concerns and give reasons for decisions.
- I share information appropriately.
- I am obliged to report wrongdoing.

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.