



Position Description

Non-supervisory Employees

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| Position Title | Gallery Assistant |
| Section | Commercial Business Units - Glasshouse |
| Division | Corporate Performance |
| Reports to | Gallery Curator |
| Grade | 7 |
| Employment Status (FT/PT/Casual/Temp) | Part-Time, 21 hours per week |

Position purpose

The Gallery Assistant provides operational and administrative support to contribute to the effective and efficient delivery of exhibitions and audience development activities within the Glasshouse Regional Gallery.

Activities include: Undertake regular tasks to ensure the Gallery is well presented and runs efficiently; Perform exhibition administrative tasks to meet deadlines of exhibition program; Prepare draft marketing material for Gallery related programs; Assist with the development and delivery of audience development and / or education programs (exhibition openings, artist talks, tours and workshops); Maintain art collection records and assist with the processing of acquisitions; Assist with processing of artwork sales; Assist with the installation of exhibitions; and Photographically document all events and exhibitions.

The position operates on a part-time basis, 21 hours per week, with ordinary hours Monday to Friday with some flexibility required as to the days of work according to the operational needs of the business.

Position specific responsibilities

The key duties you are expected to perform in your role.

- To liaise with Front of House and Back of House teams during Gallery events to ensure the smooth running of events.
- Document Gallery events and exhibitions.
- Assist with exhibition installations including condition reporting and producing artwork labels.
- Source and purchase materials for exhibition related events and activities in accordance with Council procedures.
- Assist with the development and implementation of exhibition specific Audience Development programs.
- Assist the Gallery Curator with other duties and project work as required.



- To prepare and collate accurate information for Gallery events in a timely manner and forward information to Box Office Supervisor to maximise event attendance and ticket sales.
- To assist with the preparation of marketing material for all Gallery events to ensure deadlines are met.
- Liaise with visiting artists to organise travel and accommodation bookings.
- To liaise with the Customer Service Team and customers to process artwork sales to ensure a seamless customer experience.
- Assist with ensuring the Gallery is well presented, including AV equipment operational, brochure displays and signage is appropriate.
- Assist with the Volunteer program including providing instructions for exhibitions and organising volunteer training and activities.
- Prepare exhibition related documentation and correspondence as directed by Gallery Curator.
- Book Gallery events in to the Glasshouse Event Management system.
- Organise catering for Gallery events.
- Collate, prepare and produce exhibition related reports within a timely manner at the conclusion of an exhibition.
- Collate, prepare and produce customer feedback / survey reports.
- Coordinate the distribution of Gallery advertising and marketing material within agreed deadlines to maximise event attendance and ticket sales.
- Monitor Gallery donations.
- Ensure Council Collection records are current and up to date, including digital and paper based files.
- Research collection artist.
- Prepare collection related documentation for donations and Cultural Gifts Program and correspondence as directed by Gallery Curator.
- Assist with other collection management tasks as required.
- Make good business decisions based on facts and data.
- Develop and maintain a risk aware culture within your area of responsibility.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

| Values | Expected Behaviour |
|------------------------|--|
| Communication | <ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand |
| Accountability | <ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments |
| Professionalism | <ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues |
| Integrity | <ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work |
| Teamwork | <ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors |



Document Endorsement

Date 20/12/2017

Group Manager Commercial Business Units

Date 09/01/2018

Director Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____