

POSITION DESCRIPTION

Position Title:	Gallery Support Officer
Position No.:	166
Position Status:	Permanent Full Time
Business Unit:	Cultural Services Unit Gippsland Art Gallery - Sale
Directorate:	Community & Development
Date Verified:	May 2008
Approved By:	Director Community & Development
Enquiries:	Human Resources Coordinator (03) 5142 3450

APPLICATIONS

- Please include the following information:**
 - X Personal details (telephone number, postal address etc.).
 - X Employment history including full details of prior experience and present position.
 - X Knowledge/understanding, abilities and skills relevant to the vacant position.
 - X Details of formal qualifications (including date of issue).
 - X Copies (do not send originals) of recent references or details of referees who may be contacted.
 - X Applicants should address Key Selection Criteria (4 items each max. 200 words)
- Please do not bind applications or place them in folders.** These make it difficult for photocopying and filing and are invariably removed for ease of handling.
- Applications to be addressed to:** Human Resources Coordinator, at the address below. Email applications are preferred to: careers@wellington.vic.gov.au. Please mark your envelope or email: "**Application – Position 166**".



The Heart of Gippsland

Civic Centre, Port of Sale
70 Foster Street (PO Box 506)
SALE VICTORIA 3850
Tel: **1300 366 244**
Fax: (03) 5142 3499
careers@wellington.vic.gov.au
www.wellington.vic.gov.au

JOB STATEMENT

The objective of the Gallery Support position is to provide administrative and office management support and assistance to the Co-ordinator and the Art Gallery staff, provide supervision of Art Gallery Volunteers when appropriate, and to operate as primary OH&S representative within the Art Gallery workplace.

KEY RESPONSIBILITY AREAS

Provide high level support to the Art Gallery staff as required. This may include:

- Diary and meeting co-ordination.
- Word processing and general correspondence.
- DataWorks records management.
- Minute taking, meeting support and coordination.
- Provision of budget information, assistance with input, analysis and acquittals.
- Distribution and co-ordination of mail outs for exhibition invites, education program, and Gallery Society.
- Assist in supervision of Art Gallery Trainee.

Customer Service

- Customer service, public relations, front-of-house duties, gallery shop and program support regularly required.
- Processing enquiries and information requests via phone, email or in person, and action as appropriate.
- Liaise with Gallery Society in management of activities and correspondence.
- Manage bookings, accommodation and tutoring staff for the annual Gallery Summer Art School.

General Administration

- Co-ordinate and maintain an efficient office management process for the Art Gallery.
- Prepare reports, statistics and other information as required.
- Maintain office supplies and equipment.
- Assist and manage Art Gallery accounts including generation of purchase orders and maintenance of account records in accordance with Shire procedures.

Collection Support

- Assist Gallery staff with Art Collection documentation, registration and loans, in and out of the collection, including renewal of long term loans from private and public superannuation collections.
- Maintain appropriate filing systems and collection databases, including photographing artworks for insurance and database purposes.

Exhibition Support

- Rostering weekend, agency staff and volunteer staff.
- Contact person for bookings and administrative details for Gallery library, permanent collection tours and Gallery vehicle.
- Assistance with preparation of didactic labels for exhibitions.
- Liaise with art couriers and transport companies about deliveries of in bound and outgoing exhibitions and loans.
- Assist with installation and deinstallation of exhibitions on a regular basis.

Education Support

- Assist the Education Officer with school group bookings and bus bookings.
- Assist in the preparation of education support materials.
- Assist with maintaining school membership records.

Retail Support

- Assist with banking, and shop sales for Gallery retail outlet, and prepare daily till reconciliation as required.
- Managing retail outlet under general supervision of Co-ordinator including maintenance of stock and purchase database (retail outlet software).

General

- Other tasks as required within the Cultural Services Unit.
- Maintenance of Gallery's Library, including preparation of books for processing and cataloguing.
- Assist when necessary in exhibition installation and activities, storage and handling, at both Gippsland Art Gallery • Sale and Maffra Exhibition Space.
- Co-ordinate Gallery security.

ORGANISATIONAL RELATIONSHIPS

- Reports to: Art Gallery Co-ordinator
- Supervises: Weekend Gallery Assistants
Volunteer Gallery Assistants
- Internal Liaisons: Manager - Cultural Services
Other Art Gallery staff
Other Wellington Shire Council staff as necessary
- External Liaisons: Gippsland Art Gallery Society Committee and members
Local visual arts and crafts organisations

JOB ENVIRONMENT

Terms and Conditions of employment are in accordance with any Wellington Shire Council industrial agreement.

- Band 4
- 38 hours per week (76 hours per fortnight)
- Weekend and evening work required at times (time in lieu provided).
- Indoor environment
- Local Government

THE WELLINGTON WAY

- We are **creative** and will stimulate the organisation
- We are **helpful** and easy to deal with
- Staff are **skilled** and effective
- People give **leadership** at all levels

The position holder is expected to model the principles of the Wellington Way to engender organisational and community pride in Wellington.

In keeping with the Principles of The Wellington Way you are expected to:

- As part of a team, contribute to the achievement of the Council Plan and your Business Unit Plan by achieving financial, customer service and other relevant targets as applicable.
- As part of a team, contribute to the successful implementation of Council's Best Value Program.
- Follow safe work practices, procedures, instructions and rules.
- Perform all duties in a manner that ensures personal health and safety of others in the workplace.
- Report all hazards and incidents that can cause harm.
- Participate in ongoing training as required.
- Act in accordance with Council and Administrative Policies, relevant legislation and Council's Code of Conduct. Particular emphasis is placed staff adherence to the following policies:
 - Occupational Health & Safety,
 - Equal Opportunity, Bullying and Harassment
 - Use of Information and Telecommunication Systems
 - Information Privacy.
 - Risk Management
 - Fraud Control



PERSON SPECIFICATION

Accountability and Extent of Authority

The Gallery Support person is responsible for efficient, responsive support to the Co-ordinator and members of the Art Gallery staff. Maintenance of accurate and current records, ordering under general supervision of Gallery Co-ordinator, and day to day supervision of Gallery volunteers and weekend staff.

Specialist Knowledge and Skills

- Demonstrated ability in office administration.
- Skills in use of Microsoft Office Suite products and other computer software.
- Ability to assist with arrangements for functions and meetings.

Management Skills

- Ability to plan and co-ordinate a variety of tasks.
- Well-developed time management skills, i.e., set priorities and plan work.
- Ability to organise and manage specific projects.
- Demonstrated ability to use initiative and operate independently.
- Ability to supervise Trainee

Interpersonal Skills

- A co-operative and positive approach within a team environment.
- Ability to maintain professionalism and confidentiality.
- A friendly, customer service oriented demeanour.
- Good written and oral communication skills.
- Demonstrated ability to deal with a wide range of people.

Qualifications and Experience

- Experience in the provision and co-ordination of administrative support.
- Competent computer and keyboard skills including extensive knowledge of Microsoft Office Suite and other software.
- Previous experience in Art Gallery or Museum office administration preferred.
- Drivers Licence essential.

Physical job related requirements

- May be required to climb ladders, and other duties in hanging artworks.
- Some assistance in manual handling is required.

KEY SELECTION CRITERIA

- High level of interpersonal skills
- Proven ability to work as part of a team
- Demonstrated skills and experience in office administration
- Clear understanding of a customer oriented service.

“Personal and Health Information collected by Council is used for recruitment purposes and if the applicant is successful will be used for Human Resources Management purposes. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by Legislation. The applicant understands that the Personal and Health Information provided is for the above purposes and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and or correction should be made to Council's Privacy Officer.”