

# Role Charter

POSITION:	EXHIBITION SUPPORT OFFICER
Reports to:	Exhibition Officer
Accountable to	Gallery Director
Directorate:	City Services
Date revised:	April 2021

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To work closely with the Gallery Coordinator, Operations & Engagement, Exhibition Officer, Curators and other installation team members to prepare and de/install a diverse range of artworks and exhibitions at Maitland Regional Art Gallery.

## Core Accountabilities

1. To prepare and install/de-install exhibitions for a range of spaces and clients to museum and gallery standards.
2. Handling of art works including the installation, de-installation, packing, condition reporting and storage of artworks.
3. Prepare, mend and maintain gallery walls including filling, sanding, painting.

4. Create and assemble basic fixtures and structures for exhibits.
5. The installation of technical equipment such as lighting and audio-visual components.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Essential Criteria**

1. Relevant tertiary qualifications or undertaking relevant degree.
2. Contemporary industry knowledge and demonstrated experience in an art gallery or museum installing and de-installing exhibitions to a public gallery standard.
3. Demonstrated experience in safe and professional artwork handling procedures and experience in the packing and storage of artworks.
4. Demonstrated contemporary experience in time management to effectively prioritise tasks and meet deadlines.
5. Proven ability to work productively as a member of a team and contribute to team goals.

### **Desirable Criteria**

1. Workcover Elevated Work Platform high risk licence
2. Knowledge of electronic technologies in the arts including the installation of AV-based contemporary artworks and lighting.
3. Previous Experience working within Carpentry skills
4. Experience with application of vinyl signage.

Date:

Agreed:

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**Employee Name**

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**Employee signature**