Exhibitions Assistant Manager  
Discovery and Collections  
**Executive Level 1**

**Position description and selection criteria**

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| Position title: | **Exhibitions Assistant Manager** |
| Section: | **Exhibitions Planning and Development** |
| Classification: | **EL1** |
| Immediate supervisor: | **Program Manager, Exhibitions Planning and Development** |
| Status:  Location: | **Non-ongoing, full-time**  **Canberra, ACT** |
| Application close date: | **11:30pm (AEST) on Sunday, 14 August 2022** |
| Position contact: | **Vicki Northey, Program Manager, Exhibitions Planning and Development** [**vicki.northey@nma.gov.au**](mailto:vicki.northey@nma.gov.au)**, (02) 6208 5455** |
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If you are deaf, hearing or speech impaired, you can contact us through the [National Relay Service,](https://www.infrastructure.gov.au/media-communications-arts/phone/services-people-disability/accesshub/national-relay-service) TTY call 133 677, Speak and Listen 1300 555 727.

The job opportunity

The Museum has an exciting opportunity for a professional to join the Exhibitions Planning and Development business unit as the Exhibitions Assistant Manager. This role manages the delivery of the Museum’s temporary exhibition program and produces larger exhibitions, which includes overall project management duties including the management of design contractors, development of budgets, procurement strategies and schedules, project implementation and the management of contracts and logistical support.

The Exhibition Planning and Development team is responsible for planning and producing the Museum’s temporary exhibition program.

The team has a core role in developing and maintaining an audience-centred approach to the delivery of exhibition projects, and in ensuring a collaborative approach to the development of exhibitions. The team ensures that stakeholders and audiences are active participants in the development of exhibitions and the forward program.

The team is responsible for:

* the development and delivery of a forward program of temporary exhibitions and other experiences, including incoming and Museum-developed exhibitions
* being the catalyst for idea creation processes and experimentation
* producing and delivering temporary exhibitions and experience projects – both internally and externally developed – on a regular basis for display in the Museum’s temporary exhibition spaces
* the development of new travelling exhibitions for the International and Domestic Engagement program
* the delivery of operational systems for temporary exhibitions and other types of experiences.

What will the successful candidate bring to the role?

The successful candidate for this position will have substantial experience in creating and producing major exhibitions that meet the needs of a wide variety of audiences. They will have an in-depth understanding of project management procedures, budget planning, logistics management, and project reporting and risk management.

The incumbent will have proven experience in working with creative producers, designers, fabricators, curators, storytellers, program developers, stakeholders, and in managing teams and communities as well as collections management specialists.

They will have knowledge and experience of using design thinking, participatory experience practice and audience engagement processes. They will be a problem-solver, who is flexible, adaptable and highly experienced in dealing with change; and a strong communicator, with proven capacity to work across multidisciplinary teams and effectively plan and organise their own work and work of others.

Workplace values

The Museum expects all employees to display these professional capabilities, as relevant to their position and classification.

**Leadership**

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

**Collaboration and connection**

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

**Courage and innovation**

Be bold and decisive, embrace challenges and opportunities and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

**Agility and resilience**

Embrace and respond to change as a normal part of our working environment.

**Respect and integrity**

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

**Selection criteria**

Applicants must respond to each of the following selection criteria and include contact details for two referees in their application.

1. Demonstrated knowledge and application of museum practices and procedures, plus audience engagement methodologies with demonstrated experience in the development and delivery of large-scale temporary and touring exhibitions and other types of experiences in the museum and gallery sector.
2. Proven ability to work effectively with minimum supervision with particular emphasis on management of competing priorities, multitasking and risk management.
3. Demonstrated understanding and experience in project management especially in regard to procurement processes, contract management, and development and monitoring of detailed budgets.
4. Demonstrated understanding of exhibition design activities, including the ability to interpret design and fabrication documentation.
5. Proven communication and interpersonal skills, with an ability to build effective relationships and negotiations plus strong conflict resolution skills.
6. Demonstrated ability to motivate, coordinate, lead and supervise the work of a small and multidisciplinary teams.

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum of Australia is committed to ensuring a child safe and child friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

Eligibility

To be eligible to apply for this vacancy, applicants must:

* be an Australian citizen
* undergo a number of pre-employment checks, including a police records check.

Ready to apply?

Visit <https://www.nma.gov.au/about/employment> and apply online.

**The working environment**

The following table provides further information about the inherent requirements of the role and indicates the frequency of these requirements. Please note that the Museum is committed to an inclusive and supportive work environment and offers reasonable adjustments to employees.

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| **ADMINISTRATIVE** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Telephone use | x |  |  |
| General computer use | x |  |  |
| Extensive keying/data entry |  | x |  |
| Graphical/analytical-based |  | x |  |
| Sitting at a desk | x |  |  |
| Standing for long periods |  | x |  |
| Designated workstation |  |  | x |

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| **WORKING HOURS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Flexible working hours (access to flex time) | x |  |  |
| Flexible working arrangements (part-time work) | x |  |  |
| Flexible working arrangements (work from home) | x |  |  |
| Flexible working arrangements (other) |  |  |  |
| Fixed or specified start/finish times | x |  |  |
| Work extensive hours over a significant period due to the nature of the duties |  | x |  |
| Peaks and troughs in workload | x |  |  |
| Frequent overtime |  | x |  |
| Rostered shift work |  |  | x |

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| **SOCIAL DEMANDS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Work with others towards shared goals in a team environment | x |  |  |
| Work in isolation from other staff (remote supervision) |  | x |  |
| Working directly with the public |  | x |  |

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| **PHYSICAL DEMANDS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Distance walking |  | x |  |
| Working outdoors |  | x |  |

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| **MANUAL HANDLING** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Lifting 0–5 kg | | x |  |  |
| Lifting 5–10 kg | | x |  |  |
| Lifting 10 kg+ | | x |  |  |
| Climbing | |  | x |  |
| Reaching | | x |  |  |
| Bending/squatting | | x |  |  |
| Push/pull | | x |  |  |
| Sequential repetitive movements in a short amount of time | |  | x |  |

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| **TRAVEL** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Travel – multiple worksites | |  | x |  |
| Travel – driving | |  | x |  |
| Travel – interstate | |  | x |  |
| Travel – international | |  |  | x |
| Travel – remote | |  |  | x |

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| **SPECIFIC HAZARDS** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Working at heights | |  | x |  |
| Exposure to extreme temperatures, outside of normal comfort levels | |  | x |  |
| Operation of motorised or high-risk equipment e.g forklift, pressure vessels | |  | x |  |
| Confined spaces | |  | x |  |
| Exposure to excessive noise levels | |  | x |  |
| Low lighting | |  | x |  |
| Handling of hazardous substances | |  |  | x |
| Potential to encounter agitated persons | |  | x |  |
| Exposure to potentially distressing objects, material or subject matter | |  | x |  |