

# NATIONAL PORTRAIT GALLERY

## Position Description

Position Details	
<b>Title</b>	Projects Coordinator
<b>Classification</b>	APS 5, PN6072
<b>Salary</b>	\$86,305 - \$92,991
<b>Section</b>	Curatorial and Collection
<b>Security Clearance</b>	National Police Check / Baseline Clearance
<b>Contact Officer</b>	Head of Exhibitions

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

### About us

The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand.

The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities.

The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

### The position

The Projects Coordinator will play a key role in the development and delivery of a new project collaborating with a partner venue in Brisbane, Queensland to develop an exhibition which is both nationally and locally significant. It will be a dynamic role underpinned by project coordination, with an emphasis on liaison and collaboration with Curators, Artists and Community. Strong skills and expertise in this area will be required. The role is based in Canberra but will require some travel, and coordination of artists and community for the delivery of four workshops, in Brisbane, throughout 2025. The workshops are the basis for the co-design of the project and exhibition.

The culmination will be the delivery of an exhibition at the partner venue, and a subsequent exhibition at the National Portrait Gallery in Canberra. The role reports to the Head of Exhibitions and is a member of a small team that is responsible for the delivery of exhibitions both onsite and travelling. The position requires excellent communication and interpersonal skills and is required to act with a good degree of autonomy. The position is non-ongoing until the end of June 2026, to be filled in a part-time capacity (0.8 FTE, 30 hours per week).

### **Specific Tasks**

1. Project manage all aspects of exhibition projects including exhibition plans, schedules, resourcing, budgets, risk management and evaluation.
2. Administrative coordination including preparation and delivery of meeting schedules, agendas, minutes, and follow-up actions to facilitate effective and timely exhibition program delivery.
3. Develop effective working relationships with a range of stakeholders including Gallery staff, artists and their representatives, staff from other venues, community, external specialists and contractors regarding aspects of the delivery of the exhibitions program, working towards timely and coordinated program delivery.
4. Support the Gallery's Curatorial, Design and Registration teams with the installation of exhibitions.
5. Assist in the delivery of the Gallery's Travelling Exhibition Program including travel to regional exhibition venues to condition report works of art; coordinate unpacking, installation and presentation of exhibitions; and contribute to program delivery.
6. Participate in matrix-team delivery of exhibitions, projects and events throughout the Gallery and actively support best practice WHS and inclusive work practices.

### **Section Criteria**

1. Demonstrated knowledge and application of museum practices and procedures, and experience in the delivery of exhibitions in a gallery or museum.
2. Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility.
3. Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others on sensitive issues.
4. Highly developed organisational and project management skills, including working with initiative to manage multiple projects, set priorities, meet deadlines and work to a budget.
5. Considerable experience in the safe and effective handling, packing, transportation, installation and display of works of art and a detailed knowledge of appropriate museum standards as apply to a variety of media, including a good understanding of the roles of conservation, registration, exhibition and graphic design staff.
6. Current driver's licence and ability to travel as required and perform physical duties as required for exhibition installations and deinstallations.

### **Applicant information**

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to [hrrservices@npg.gov.au](mailto:hrrservices@npg.gov.au) by the deadline listed below.

If you need more information, please get in touch with Katrina Power, Head of Exhibitions, on 02 6102 7179 or by email [katrina.power@npg.gov.au](mailto:katrina.power@npg.gov.au)

**Applications close midnight Sunday 13 April 2025.**

## SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Occasionally
Graphical, video production or analytical work	Rarely
Access to designated workstation	Frequently

WORKING HOURS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Occasionally
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Rarely
Peaks and troughs of high and low workload	Occasionally
Overtime	Occasionally
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Rarely
Work directly with visitors and the public	Rarely
Produce work that is subject to critique or external review	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Occasionally
Standing for long periods	Occasionally
Working outdoors	Rarely

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Handling collection items	Occasionally
Climbing	Rarely
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Occasionally
Interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Rarely
Excessive noise	Never
Low lighting	Rarely
Handling of dangerous goods/equipment	Rarely
Mandatory Personal Protective Equipment required	Occasionally

MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
Safety Footwear (operation of heavy machinery/lifting)	X
Gloves (lifting/exposure to extreme temperatures/handling of dangerous goods/equipment)	✓
Hearing Protection (excessive noise)	X
Hi Visibility Clothing (operation of heavy machinery)	X
Protective Eyewear (handling of dangerous goods/equipment)	X
Warm Clothing (exposure to extreme temperatures)	X

SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	✓
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	X
Manual Handling	✓
Provide First Aid	X
Fire Warden	X
Chief Warden	X
Business Continuity	X
Hostile Intruder and Lockdown	X
White Card	X
High Risk Work Licence	X
Work Safely at Heights	✓
Elevated Work Platform	X
Verification of Competency for plant and equipment	X

Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.

<b>DESIGNATED EMERGENCY ROLES</b>	<b>REQUIRED</b>
First Aid Officer	X
Area Warden	X
Floor Warden	X
Deputy/Chief Fire Warden	X
Business Continuity Team Member	X
Business Continuity Team Leader/Deputy	X
Authorised Officer	X