

	<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Role Title </div>	Gallery Support Officer Role Description	
	<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Group </div>	Community and Culture	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager City Culture	Steve Harris	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Position Number:	Review date: June 2024
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Community and Culture Group Objectives:

The Community and Culture Group has primary responsibility for managing and leading council's community and cultural services including but not limited to City Culture, Community Wellbeing, Access and Inclusion, Community Volunteer Services, Children's Services [Early Learning, Outside School Hours Care, and Family Day Care] and Youth Services.

City Culture team:

The City Culture Team is part of the Community and Culture Group. The purpose of the team is to enhance and increase the opportunities for all people in the community to participate in cultural and social activities, particularly in the arts:

- reviewing and implementing the City's Cultural Arts Plan;
- facilitating opportunities for the use of the Rosny Farm complex;
- continuing to develop partnerships with arts organisations and businesses;
- working with other groups within the Council in developing and implementing plans that recognise and celebrate our cultural diversity (including the community events program); and
- assisting with implementation of the Cultural History Plan.

Essential Duties and Responsibilities

Undertake activities at the Rosny Farm including showing of exhibitions and general administrative requirements of the Centre, including:

- ensuring Rosny Farm is open for visitors during advertised opening hours and being able to guide visitors around the facilities (including afterhours tours as appropriate);
- ensuring the Rosny Farm environment is clean, tidy and safe at all times, including:
 - gallery spaces maintained in a clean and tidy state;
 - paths to be swept and rubbish removed if applicable;
 - work spaces kept in a clean and tidy condition; and
 - display materials and plinths to be maintained to a professional standard;
- assisting in the set up and dismantling of exhibitions;
- assisting the supervision of the gallery during exhibitions;
- as required, assist in the preparation of exhibition invitations, media releases, advertisements, catalogues and mayoral speech notes for exhibitions;
- undertaking administrative requirements in regard to sale of works and payments to artists, including maintaining a record of sales;
- ensuring gallery information display and promotional material provides up to date and relevant information on arts activities and opportunities.

Contributing to activities to ensure affordable community cultural and artistic needs are met, including:

- assisting with the organisation of public events and festivals at Rosny Farm;
- recording visitor numbers to exhibitions, events and other activities for quarterly reporting; and
- undertaking other duties as required in the delivery of the arts program.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Employees must:

- comply with all reasonable and lawful directions;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace; and
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter;
 - Procurement Policy and Code for Tenders and Contracts;
 - Fraud Policy;
 - Workplace Behaviour and Code of Conduct Policies; and
 - Work Health and Safety Policy and Procedures;
- perform all duties to the best of their ability at all times.

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as valued members of our community.

We have zero tolerance to child or youth abuse and harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the General Manager.

Organisational Relationship

The Gallery Support Officer is a member of the Community and Culture group and reports to the Manager City Culture.

Salary

The salary range for this position is Pay Point 8 to 12.

Selection Criteria

Essential

- Experience in supporting arts administration.
- Proven ability to successfully liaise with a range of internal and external stakeholders.
- Excellent interpersonal and public presentation skills.
- Excellent organisational skills.
- Knowledge of health and safety practices.
- Computer literacy skills.

Desirable

- Tertiary qualification in arts or related field.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO