

POSITION DESCRIPTION

Position Number:	TLECRAC
Position Title:	Team Leader Exhibitions and Collections, Riddoch Arts & Cultural Centre
Division:	City & Community Growth
Classification:	Level 5 Step 1 - Level 5 Step 4
Status:	Full-Time Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Manager Riddoch Arts & Cultural Centre





Position Objectives

This position has a pivotal role in the development and delivery of exhibitions at the Riddoch Arts and Cultural Centre (RACC). Reporting to the Manager of the RACC, the position will be responsible for the administration of exhibitions, including agreements, loans, freight, installation, and other technical aspects. The role manages the display, care and storage of a significant collection, as well as being responsible for the maintenance of a heritage listed building. This role supervises the Curatorial Team including volunteers.

Leadership Team Capabilities

People	Being Approachable, Building Great Teams
Activities	Safety and Wellbeing, Managing Work
Information	Effective Communication, Creativity & Innovation
Relationships	Customer & Community Focus Trust
Self	Integrity, Being accountable

Void without CEO approval:

REVIEWED: Manager/Supervisor		18 July 2022
REVIEWED: General Manager		26 July 2022
APPROVED: Chief Executive Officer		27 July 2022

Key Result Areas

1. Collection development and maintenance
2. Exhibition development and installation
3. Building maintenance
4. Supervise the curatorial team
5. Teamwork
6. Work Health Safety

Key Duties & Responsibilities

1. Collection Development and Maintenance

- Maintain the Riddoch's collection, including safe-keeping, storage, and monitoring conditions.
- Manage the records of the collections using Vernon
- Coordinate the transportation of artworks and inventory control.
- Coordinate Artlab services.

2. Exhibition Development and Installation

- Manage loan agreements, condition reports and insurance for incoming exhibitions and artworks including providing facility and environmental reports to lenders as required.
- Work with the Riddoch Manager to contribute to planning and delivery of the Riddoch's exhibition program, including internally developed and touring exhibitions.
- Undertake logistics and technical planning aspects of exhibition preparation, including AV equipment, lighting, painting, packing and unpacking loans, and undertaking condition reporting.
- Prepare documentation, planning and oversight of the installation and de-installation processes, including with a variety of media, tools, and equipment.
- Coordinate the day to day relations with exhibition partners
- Provide support and advice to the broader arts sector including community groups and arts organisations, including assistance with the City of Mount Gambier's community grants program.

3. Building Maintenance

- This position is responsible for maintenance of the heritage listed Riddoch Arts and Culture Centre, notably contractors for electricity and air-conditioning.

4. Supervise and lead the Curatorial Team

- This position supervises the Curatorial Team:



- 2 x Exhibition and Events Support Officers.
- Exhibition Volunteers.

5. Teamwork

- Consistently and actively collaborate, be positive and support effective working relationships with all Council staff.
- Participate in training, development and improvement opportunities and programs.

6. Work Health Safety

- Exercise a duty of care consistent with the requirements of the work health Safety Act.
- Observe and obey all safety procedures in a responsible and safe manner.

7. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

8. Adhere to City of Mount Gambier General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter.



Key Competencies & Selection Criteria

Essential

- Experience developing and maintaining art collections including knowledge of current museum exhibition principles and practices and demonstrated experience of international museum standards for the handling, storage, registration, display packing and conservation of cultural collections.
- Proven experience in exhibition coordination and project management in the development and delivery of exhibitions
- Experience supervising a team.
- Demonstrated knowledge and appreciation of art, history, and visual culture.
- Strong presentation and writing skills with the ability to communicate effectively with a variety of audiences.
- Excellent organisational skills, and a self-starter with initiative, problem solving skills and the ability to work well in a team.
- Proven administration skills with a high level of attention to detail, time management skills, and experience using collection management systems.

Desirable

- Tertiary qualification in arts related discipline, combined with appropriate level of experience, knowledge and skills in a museum, gallery, or similar environment.



Occupant:

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ /_____/_____
Signature *date*

