



Vacancy Notice

Gallery Assistant

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the Riddoch Arts & Cultural Centre.

About the position:

- Casual.
- Competitive remuneration.

This role supports all aspects of gallery services including customer service, public programs, events and exhibition installation.

This position is classified at Level 2 Year 1 (currently \$38.23 per hour plus 25% casual loading) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

About you:

- Excellent customer service and high level of interpersonal skills and commitment to developing stakeholder relationships.
- Demonstrated art handling skills.
- Experience or willingness to learn exhibition installation and de-installation including hanging artwork, handling artwork, unpacking and repacking crates, painting and minor carpentry.
- Physically fit and able to complete manual labor.
- Available to be rostered over a 7 day period.
- Excellent organisational skills, initiative, problem solving skills and the ability to work well in a team.
- Effective and efficient written and oral communication skills.
- Ability to work with limited supervision.
- Experience working in a museum or gallery environment.
- Engagement with visual arts and museum and gallery trends.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

Ashleigh Whatling

Director Riddoch Arts & Cultural Centre and Cultural Development

0887 212 504

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Friday 25 July 2025 at 5:00pm.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au