



CITY OF ALBANY POSITION INFORMATION EXHIBITION INSTALL ASSISTANT

POSITION: Exhibition Install Assistant

LOCATION: Community Services / Arts & Culture / Albany Town Hall

DATE: May 2025

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Casual

Pay Rate: Level 2.1 to 2.4 (37.4167 to 40.9990 per hour inclusive of 25% casual loading)

Ordinary Hours: Varies depending on the role. Hours are to be worked Monday to Friday between the hours of 6.00am and 6.00pm.

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Medical: Appointment is subject to a pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Indra Geidans, Visual Arts Officer on (08) 6820 3747.



CITY OF ALBANY HOW TO APPLY EXHIBITION INSTALL ASSISTANT

Within your application, please provide a **covering letter** of no more than two pages and an **up-to-date resume** telling us about your previous experience in similar roles.

To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.

- Demonstrated experience in a similar role within a gallery or arts organisation.
- Demonstrated interest in the Visual Arts, Public Gallery and Collections sector.
- Physical fitness – proven ability to work in an environment requiring regular manual handling and potential working at heights.
- Demonstrated ability to work collaboratively within a small team environment.