



## CITY OF ALBANY POSITION DESCRIPTION EXHIBITION INSTALL ASSISTANT

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Exhibition Install Assistant	<pre>graph TD; A[Manager Arts and Culture] --&gt; B[Visual Arts Officer]; B --&gt; C[Exhibition Install Assistant];</pre>
<b>LEVEL:</b> Level 2, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Community Services	
<b>REPORTS TO:</b> Visual Arts Officer <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in an administration and exhibition support role within the City of Albany's Vancouver Arts Centre (VAC) and Town Hall.

## **4. KEY RESPONSIBILITIES**

### **General**

- Providing administration and technical support to the Visual Arts Officer.
- Assisting in the planning, delivery and evaluation of the Town Hall Exhibition Program.
- Assisting in the administration of the City's Art Collection.
- Exhibition installation and support to community gallery hirers (Town Hall and VAC)

### **Administration and Marketing**

- Provide administration support to the Visual Arts Officer.
- Undertake appropriate record keeping, utilising the City's electronic records management system.
- Compile and archive marketing material, photographic records and media collateral relating to the City of Albany Exhibition Program.
- Document exhibitions and produce edited images for use in promotional and archival material.

### **Public and Education Programs**

- Provide practical support in program delivery, including assisting with setup, delivery and pack down.
- Support the delivery of public programs such as artist talks and exhibition openings.

### **Customer Service**

- Assist with open/close procedures for the Town Hall or Vancouver Arts Centre when required.
- Provide assistance and advice to Community Gallery Hirers as required.
- Provide information to relevant stakeholders and customers, internally and externally on Exhibition Programs
- Provide short term and lunchtime relief cover for the Customer Service Officers.
- Strive for continuous improvement in the workplace and excellence in customer service.

### **Work Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Demonstrates good interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Ability to participate in, embrace, promote and implement quality improvement and best practice activities.

- Good numeracy and literacy skills.
- Sound computer skills with developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook) plus other computer skills to support the position.
- Excellent telephone technique and communication skills.
- Ability to safely handle artworks
- Ability to participate and contribute in a team environment but also work independently.
- A demonstrated interest in working within a public gallery or visual arts organisation.
- A demonstrated interest in working with the display and management of collections.
- Willingness to develop knowledge and skills within the visual arts sector.

### **Knowledge**

- Demonstrated interest in the Visual Arts, Public Gallery and Collections sector.
- Willingness to learn the City's organisational structure, services and functions.
- Willingness to learn the City's procedures, policies and activities.
- An interest in gaining knowledge about Art collection management practices in a government setting.
- Demonstrated interest in learning about exhibition principles and process.
- Willingness to learn about marketing principles, trends and developments.
- A willingness to develop skills in general office administration and office management practices.
- An interest in learning about safe manual handling practices in a gallery or office environment.

### **Experience and Qualifications**

- Certificate III in Arts and Cultural Administration- or willingness to undertake (desirable).
- Experience in a similar role within a gallery or arts organisation.
- 'C' Class Drivers Licence.
- Responsible Service of Alcohol (desirable).
- Senior First Aid Certificate (desirable).
- National Police Clearance

## **6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Manager or above) (Please print)

DATE: \_\_\_\_\_