
Position Information Package

Director of Collections

Position Number: 13/ CU1611



Dear applicant,

Thank you for your interest in applying for the position of **Director of Collections** with the Art Gallery of New South Wales.

The Art Gallery of New South Wales is a State institution and part of the Department of Trade & Investment, Regional Infrastructure & Services. With significant Australian and international collections, the Gallery attracts around 1.3 million visitors annually and is an active institution with extensive public programs, corporate and internal functions.

The Gallery offers a stimulating and enjoyable environment to work in as well as a number of beneficial employment conditions, including:

- five-minute walk to Martin Place and St James train stations and buses
- salary packaging for superannuation, leasing vehicles and transport tickets
- favourable leave conditions
- Employee Assistance Program to provide confidential counselling services to staff members and their families
- research library and archive
- the Gallery Shop, a leading retailer of art books with a discount for staff on merchandise
- Access to the Gallery's exciting film and lecture programs
- An in-house cafe and restaurant run by Trippas White Catering

This employment information package includes a copy of the advertisement, the position description and a guide to applying for positions in the NSW Public Sector.

If you require further details about this position, please contact Michael Brand on + 61 2 9225 1725 or email donna.grubb@ag.nsw.gov.au

We look forward to receiving your application.

Regards,

Donna Grubb
Human Resources Manager

Position advertisement

Position title

Director of Collections

Position Number: 13/CU1611

Role description

The Art Gallery of New South Wales, Sydney, is seeking a senior art museum professional to fill the new position of Director of Collections as part of its executive team. The successful candidate will join the Gallery at a time when it is embarking upon a major transformation. Possessing international museum connections and a deep understanding of art history, the Director of Collections will primarily be responsible for the Gallery's collections of Australian and international art, and their further development. Other major responsibilities include contributing to the development of the Gallery's temporary exhibition program and contributing to plans for an expansion of the Gallery's building. The Director of Collections must be creative by nature and driven by a desire to make a major impact on the visual arts in Australia and internationally.

Inquiries should be directed to Dr Michael Brand +61 2 9225 1725

Salary package

Total salary package, which includes employer's contribution to superannuation and annual leave loading, will be negotiated with the successful applicant.

Selection criteria

1. Post-graduate degree in art history or equivalent professional experience, including a level of scholarship and a substantial record of authoritative publications and exhibition projects that has led to recognition as an international expert in the field.
2. Broad understanding of the fields of both Australian art and international art, including the art of the Asia-Pacific region.
3. Extensive experience as a senior art museum manager with excellent communication, interpersonal and team management skills.
4. Extensive knowledge of art museum management practices including registration and conservation as well as an awareness of legal matters relating to tax incentives, copyright and moral rights for artists.
5. Extensive knowledge of art history and significant experience and success in leading curatorial teams to develop and display collections of the highest artistic quality.
6. An extensive international network of professional colleagues in both art museums and academia.
7. Sound knowledge of the values of works of art and the workings of the art market including the ability to discern the quality of works of art, their physical condition, and their authenticity.
8. Ability to organise and control budgets within an accrual accounting system.

Applications

Apply online at <http://jobs.nsw.gov.au/> (search for 'Art Gallery' in keywords) or send directly to Donna Grubb donna.grubb@ag.nsw.gov.au

Closing date for applications

Friday 1 March 2013

Position description: role specific information

Position title

Director of Collections

Organisation

Art Gallery of New South Wales
Art Gallery Road, The Domain, Sydney NSW 2000

Division

Curatorial

Reports to

Director, Art Gallery of New South Wales

Direct reports

Head Curator, International Art
Head Curator, Australian Art
Head, Conservation
Head, Public Programs
Senior Registrar
Manager, Collection Systems
Head, Photographic Studio
Head, Edmund and Joanna Capon Research Library

Role context

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is a division of the Department of Trade & Investment, Regional Infrastructure & Services (NSW Trade and Investment). It is located in The Domain adjacent to the Royal Botanical Gardens and the Central Business District, and attracts around 1.3 million visitors annually.

The Gallery holds significant collections of both Australian and international art and presents a dynamic program of temporary exhibitions involving significant loans from Australian and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills and has an off-site collection store at Lilyfield, and leases a storage facility at Padstow. The Gallery employs 335 people on an annual basis and has a current effective full time equivalent of around 225 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia as a whole.

The Director of Collections leads the Gallery's Curatorial Division, which includes the two major curatorial departments for Australian Art and International Art, and is responsible for the care and development of the Gallery's collection. These departments generate the core activities of the Gallery. This division also contains the departments of Conservation, Registration, and Public Programs, the Photographic Studio, the Edmund and Joanna Capon Research Library, and Collection Systems. The Curatorial Division is fundamental to the Gallery achieving its central purpose of collecting, conserving, interpreting and displaying art for the citizens of Sydney, visitors to the city and online visitors.

The Gallery is planning a major expansion and the Director of Collections will provide curatorial leadership and direction for this project.

The Director of Collections is one of four members of the Gallery's Executive reporting to the Director of the Gallery and together they manage and direct all operations.

Role purpose

The purpose of this position is to provide vision and leadership for the Curatorial Division and to direct policy development and implementation. This position provides expert advice and professional support to the Director, the Gallery Executive, and the Board of Trustees regarding the care, management, interpretation, and display of the Gallery's collection and the development of the collection through purchases and gifts, and works closely with the Director and the Deputy Director on the development of the Gallery's temporary exhibition program. The Director of Collections is accountable for the overall management of the Curatorial Division and its budgets.

Key internal relationships

- Director
- Gallery Executive
- Board of Trustees
- Other Gallery divisions, especially Exhibitions and Finance and Corporate Services
- Exhibitions Executive

Key external relationships in Australia and overseas

1. Museum colleagues
2. Academics
3. Artists
4. Art dealers
5. Collectors
6. Benefactors
7. Sponsors
8. Media
9. Government art agencies, including the Australia Council

Role-related documentation

- AGNSW Corporate Plan
- Acquisitions Policy and De-Accessioning Policy and related procedures
- Workplace Health and Safety policies and procedures
- AGNSW Information Technology Acceptable Use Policy

Key responsibilities and tasks

- 1. Provide a vision and set the strategic direction for the Curatorial Division.**

Key tasks

- Project a vision for the Curatorial Division and engage others in the Gallery in order to gain support for its ongoing operations and special projects.
- Develop the long and short term goals for the Curatorial Division.
- Devise budgets and staffing plans required for the successful completion of work goals.
- Present reports and provide expert advice to the Gallery Executive, Director and Board of Trustees on curatorial matters.

- 2. Lead the development of the Gallery's collection.**

Key tasks

- Ensure appropriate art acquisition and de-accessioning policies and procedures are in place.
- Develop strategies and priorities for the development of the collection.
- Maintain links with artists, dealers, collectors and donors.
- Consider acquisition proposals from curators and provide recommendations to the Director for submission to the Gallery's Acquisitions & Loans Committee and the Board of Trustees for approval.
- Manage all matters relating to the Acquisitions & Loans Committee.

3. Develop policies and work plans for the Curatorial Division and manage their implementation.

Key Tasks

- Ensure policies and work plans are aligned to Gallery objectives.
- Coordinate the preparation of budgets and the management of expenditure across the Curatorial Division.
- Oversee the management of the Curatorial Division, ensuring activities and services are coordinated and work is carried out within the resources allocated.
- Set priorities and manage the performance of staff in the Curatorial Division.
- Facilitate staff meetings to enable the sharing of ideas and the coordination of project teams.
- Promote objectivity and leadership across the Curatorial Division.
- Coordinate curatorial input to the development of the Gallery's temporary exhibition program and when possible and appropriate, curate exhibitions.
- Facilitate the integration of the current International and Asian departments into one International Art department.

4. Ensure curatorial professional standards are developed and maintained.

Key tasks

- Support the professional development of curatorial staff through activities including the presentation of papers at conferences and seminars.
- Forge and maintain links with art museums, universities and other relevant bodies both in Australia and overseas to ensure the exchange of information and to facilitate the development of cooperative ventures.
- Develop professional and collegial networks in order to help secure loans from public and private collections for the Gallery's temporary exhibition program.
- Deliver public lectures within the Gallery and worldwide in order to project the scholarly profile of the Gallery and enhance the possibilities for professional exchange.
- Represent the Gallery to the general public and other institutions by providing interviews to the media and answering inquiries on professional topics.
- Liaise with community groups, cultural associations and other special interest groups.

5. Participate in the executive management of the Gallery.

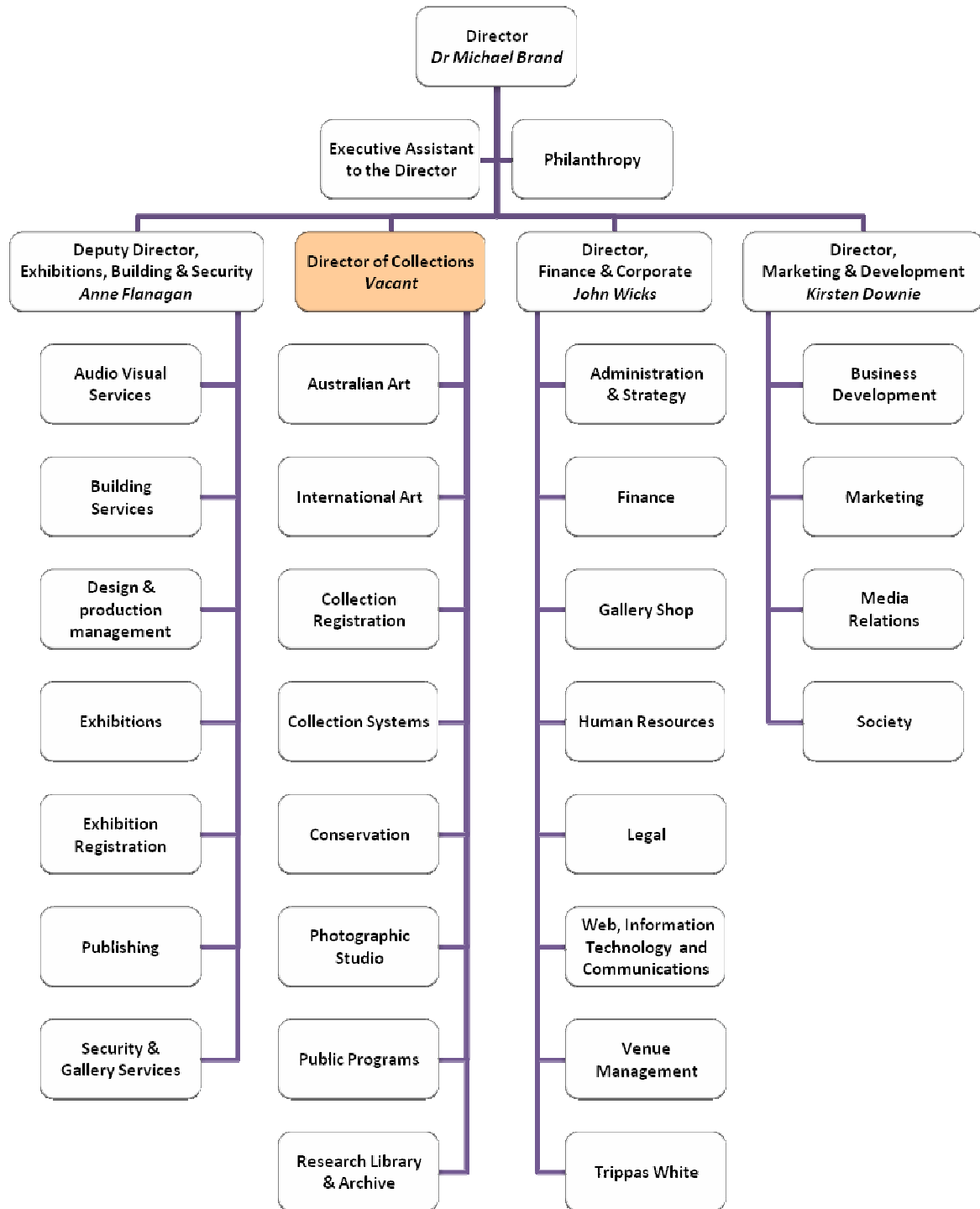
Key tasks

- As a member of the Gallery Executive, actively contribute to Executive meetings and provide expert advice and support to the Director and other Executive members.
- Represent the Curatorial Division at the Executive level and ensure curatorial issues are dealt with promptly and equitably at Executive meetings.
- Assist with the development, implementation and review of Gallery-wide policy, ensuring curatorial interests are presented and addressed.
- As a member of the Gallery Executive, take responsibility for implementing Work, Health and Safety policies across the institution in accordance with the WHS Act 2011.

Essential criteria

1. Post-graduate degree in art history or equivalent professional experience, including a level of scholarship and a substantial record of authoritative publications and exhibition projects that has led to recognition as an international expert in the field.
2. Broad understanding of the fields of both Australian art and international art, including the art of the Asia-Pacific region.
3. Extensive experience as a senior art museum manager with excellent communication, interpersonal and team management skills.
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**Art Gallery of New South Wales
Organisation Structure**



Applying for a job with the Art Gallery of NSW

Selection for NSW Government positions is based on merit. This means that the person whose skills, knowledge and experience best match the job requirements will be selected.

It is important that you obtain access to the information package, which expands on the information contained in the job advertisement. This will assist you to complete the application and address the selection criteria. Electronic information packages are hyperlinked from each job advertisement and can usually be printed or downloaded. In addition to the information contained in the package, the website of the Public Sector Workforce Office contains useful information for completing your application and about working for the NSW Government.

It is strongly recommended that you complete this process so that you maximise your chances of obtaining an interview for the position. To do this, you must submit a completed 'claim for the position' ie. addressing the selection criteria, your resume and any other documents you wish to include. A brief covering letter is optional and can be attached along with your resume. Your 'claim for the position' is the most important part of the application, you should address each of the selection criterion by describing your skills, knowledge and experience and how they could be used in the job.

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal.

When accepting a role in the Government you need to be aware of the principles of a 'diverse, fair and safe workplace' (see further documents). This means that you understand and will support these principles in your new role.

Applications should be sent to the address outlined in the advertisement by the due date.

The interview and selection process

After assessing the applications, the selection committee will choose those applicants who best meet the selection criteria for further assessment. The selection committee may use a number of methods to assess your ability to do the job including: interview questions, work samples, tests and referee and records checks.

Referee check

At the interview, you will be asked to provide the name and contact details of two referees – a current or recent supervisor(s) and/or a current or recent colleague(s). Referees are asked to provide information on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal record check

The NSW Government requires that a criminal record check be carried out on applicants recommended for some positions. A criminal record does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with children check

When applying for a position in child-related employment a 'working with children check' will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious offence to apply for a child-related position. Information on the Working with Children Check is located at <http://www.kids.nsw.gov.au/check>

Verification of professional and/or academic qualifications

If you are selected as the preferred candidate for the position, the selection committee will ask to see original certificates or certified (by the institution) academic transcripts of your qualifications. The cost of producing this documentation is to be met by you. The selection committee may also seek verification of your qualifications from the issuing institution. Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

Permanent appointment

To be permanently appointed in the NSW Government you need to:

- Be an Australian citizen or have the status of permanent residence in Australia. If you do not fit this category, you are only eligible for appointment to temporary vacancies. For more information on Australian citizenship or permanent residency, please see <http://www.immi.gov.au>.
- Have your fitness to carry out the duties of the position confirmed by a health assessment. This is not concerned with disabilities that do not affect your work and may involve a declaration provided by you or a medical examination if considered necessary
- Provide proof of identity.

If you are offered employment you may be asked about your current salary to determine an appropriate commencement rate.

Further information

The Inquiries Officer named on the job advertisement can provide more information. They can also help if you have any requirements for the interview (eg mobility access, or interpreter for hearing impaired people).

A diverse, fair and safe workplace

When you work in the NSW Public Sector you are not just doing a job — you are representing the NSW Government to achieve what is in the community's best interests.

The NSW Government is dedicated to building a talented and responsive workforce that reflects the diversity of the people of NSW. This means valuing the participation of people with different life and work experiences. By valuing different people and different approaches to what we do, we are more innovative and ultimately deliver better services.

The NSW Government is committed to occupational health and safety, freedom from discrimination, bullying and harassment, and respect and fairness to its staff and the community.

All employees and managers are expected to understand and support these principles and practices and to meet their responsibilities in these areas.

People who work for the NSW Government need to understand these principles:

- cultural diversity
- equal employment opportunity (EEO)
- ethical practice
- occupational health and safety (OH&S)

The information provided here is designed to give you a broad understanding of these areas.

Your employer will be able to provide you with more information on how these principles apply to your own workplace.

Cultural diversity

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW. The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- Everyone in NSW should have the greatest possible opportunity to contribute to, and participate in all aspects of public life in which they may legally participate.
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- Everyone should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the NSW Government.
- All NSW institutions should recognise the linguistic and cultural assets in the NSW population as a valuable resource and promote this resource to maximise the State's development.

All NSW Government agencies must have in place strategies to meet the principles of multiculturalism. Agencies must include these strategies in an Ethnic Affairs Priority Statement (EAPS) contained in their annual report to Parliament. Strategies can include:

- offering programs and services which reflect the needs of the entire community
- developing and implementing policies which are sensitive to all staff and client needs
- providing information in ways that will reach all staff and clients
- providing language services for all clients
- ensuring that boards and committees reflect the multiculturalism of the community
- training staff on multiculturalism and how these apply in their jobs
- using flexible, inclusive consultation processes.

For more information, contact the Community Relations Commission for a Multicultural NSW
Phone: 02 9716 2232 Website: www.crc.nsw.gov.au

Equal Employment Opportunity (EEO)

EEO is about:

- ensuring workplaces are free from all forms of unlawful discrimination and harassment
- providing programs to assist members of EEO groups in employment.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are women; Aboriginal and Torres Strait Islander people; members of racial, ethnic, and ethno-religious minority groups, and people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their age; sex; pregnancy; disability (including past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both **direct and indirect discrimination** are against the law. Direct discrimination means treatment that is obviously unfair or unequal. Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups of people.

All employees have the right to:

- a workplace that is free from unlawful discrimination and harassment
- equal access to benefits and conditions
- fair processes to deal with work-related complaints and grievances

Employees also have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace
- respect differences among colleagues and customers such as cultural and social diversity
- treat people fairly (don't discriminate against or harass them)

Managers and supervisors have the additional responsibility to:

- ensure that work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- provide employees with equal opportunity to apply for jobs, training and development, higher duties and flexible working hours
- ensure selection processes are consistent, transparent and based on merit

Ethical practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty. The Independent Commission against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas they may face at work:

Serving public above private interests

Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

Integrity

Government employees should ensure that any decision made, or action taken, has these qualities:

Openness

- giving reasons for decisions
- revealing all avenues available to the client or business
- when authorised, offering all information
- communicating clearly

Honesty

- obeying the law
- following the letter and spirit of policies and procedures
- observing codes of conduct
- fully disclosing any possible conflicts between the public interest and personal interests

Accountability

- recording reasons for decisions
- submitting to scrutiny
- keeping proper accessible records
- establishing audit trails

Objectivity

- fairness to all
- impartial assessment
- merit selection in recruitment and in purchase and sale of government resources
- considering only relevant matters.

Courage

- giving advice fearlessly and frankly where required
- doing the right thing even in the face of adversity
- reporting and dealing with suspected wrongdoing
- acting in the public interest above loyalty to colleagues or supervisors.

Leadership

- demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest
- promoting public duty to colleagues and others in an agency and outside.

For more information, contact the Independent Commission against Corruption

Phone: +61 2 8281 5999 Website: www.icac.nsw.gov.au

You can also ask any Government agency for a copy of its Code of Conduct for employees.

Work Health and Safety (WH&S)

What everyone needs to know:

The NSW Work Health and Safety Act 2011 aims to protect the health, safety and welfare of people at work through general requirements which must be met at every place of work in NSW. The Act covers employees as well as employers and self-employed people.

Employees must:

- take reasonable care of the health and safety of others
- co-operate with employers in their efforts to comply with WHS requirements

Employers must:

- ensure the health, safety and welfare at work of their employees
- maintain workplaces in a safe condition and provide safe entrances and exits
- ensure the safe use, handling, storage and transport of equipment and substances
- provide work systems and working environments that are safe and without risks to health
- provide information, instruction, training and supervision necessary to ensure employees' health and safety at work
- maintain adequate facilities for the welfare of employees
- consult employees so they can contribute to decisions affecting their health, safety and welfare
- adopt a risk management approach to managing workplace health and safety

Both employers and employees must not:

- interfere with or misuse things provided for the health, safety or welfare of persons at work
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- disrupt a workplace by creating health and safety fears

Note: this is general information only. Managers and employees should seek more information from their own workplace. Nothing in this document shall be construed to waive or modify any obligations imposed by the Work, Health & Safety Act 2011.

For more information, contact Work Cover NSW

Call 13 10 50 for more information about the new work health and safety (WHS) laws.