

Art Gallery Installation Officer

Position Number	
Directorate	Communities & Place
Service Unit/Department	Visual Arts
Location	Horsham Regional Art Gallery, Wilson Street, Horsham
Position Classification	Band 4 Level A
Position Appointment	Casual
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Coordinator Visual Arts

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

About the Gallery

Horsham Regional Art Gallery is an inclusive and progressive regional Gallery in Victoria's west, with a revolving exhibition program of predominantly Australian contemporary art. The permanent mixed collection has focused on Australian photography since its' inception in the early 1970s and is of national significance. This is accompanied by works showcasing the Wimmera and the Mack Jost Collection of paintings. The Gallery is part of the Horsham Town Hall (HTH) complex providing a vibrant hub for cultural and community events in the Wimmera region. The HTH venue contains the Gallery, a 500 seat auditorium, the Heritage Hall, a dynamic education workshop room, art shop, visitor and customer services, meetings rooms and a café.

About the Role

This casual role supports the delivery of the exhibition program at the Horsham Regional Art Gallery and in specific circumstances, displays at the HTH venue. The role supports staff with installation and display of touring and locally curated exhibitions and requires strong attention to detail and high standards of presentation. Other aspects of the role include liaising with artists and the Curator, art handling and hanging.

2. Key Responsibility Areas

Utilising a range of general skills, including use of power tools, carpentry/fabrication techniques and wall-painting, prepare exhibition spaces and undertake the installation and de-installation of works of art for both semi-permanent collection displays and temporary exhibitions.

- Safely contribute to unloading and loading of crates, and the manual handling of objects independently; in teams; and utilising basic and mechanised lifting equipment.
- Assist in the hanging, positioning and handling of artworks of varying media, utilising awareness and consideration of conservation requirements and spatial/aesthetic considerations
- Identify, assess, and mitigate risks to people and art, using pre-planning, communication and problem-solving skills and underpinned by a sound understanding of OHS.
- Set up a diverse potential mix of technological displays, including lighting, sound systems and audio-visual presentations.
- Complete relevant administrative tasks (checklists, inventories, etc.) associated with exhibition installation and display.

- Assist in processes relating to the safekeeping of the Horsham Regional Art Gallery Collection to ensure a high standard of presentation and security at all times. Ensure the high quality presentation of all public areas of the Gallery and HTH venue by checking that relevant equipment is operating effectively and facilities are in a clean and safe condition at all times.
- Maintain vigilance to assist with the protection and security of the building and works of art.
- Refer matters that may impact upon the business of the Horsham Regional Art Gallery to the relevant Supervisor or Manager.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Accountability and extent of Authority, Judgement and Decision Making

- Responsible to the Co-ordinator Visual Arts for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the OHS Act, regulations and requirements and Council policies that apply.
- Responsible for the proper handling, safety and security of exhibitions, works of art, artefacts etc. and associated record-keeping.
- Required to follow directions provided by relevant permanent staff, but often then to work with minimal supervision.

4. Specialist Skills and Knowledge

- Demonstrated knowledge of museum practices including object care and handling, packing and movement of artworks, appropriate display techniques and conservation principles, and broader industry practices.
- Demonstrated knowledge of the use of power tools, carpentry, fabrication, painting skills and other relevant skills and knowledge, such as the ability to interpret technical specifications and plans.

5. Management and Administrative skills

- Competent organisational skills and the ability to prioritise tasks, meet deadlines, and often work with minimal supervision.
- Ability to gain understanding in work procedures relevant to the work area and apply innovative solutions and ideas in the workplace.

Ability to quickly learn, self-research, and adapt to new technology presented by artists/galleries.

6. Interpersonal skills

- Ability to work co-operatively as an effective team member.
- Good English communication (oral and written) and interpersonal skills relevant to the position.
- Willingness to develop new skills and look for opportunities to learn on the job from observation of others, or from feedback provided.
- Willingness to contribute your own knowledge and skills to improve, clarify and guide the team on the job.

7. Qualifications and Experience (Selection Criteria)

- Demonstrated relevant experience in a similar role or in a role requiring a similar skill set (including a high level of manual dexterity as the position requires use of ladders, power tools and hand tools on a regular basis)
- Demonstrated ability in preparation, installation and demounting of exhibitions, or similar.
- Demonstrated experience in contributing to a safe working environment and awareness of OHS requirements, and a sound ability to identify, assess, document and mitigate risks to people and art.
- Current forklift, EWP ticket, scissor lift, scaffold and rigging licenses and HR licence would be advantageous.
- Police check and WWCC are requirements of this position.

KEY SELECTION CRITERIA:

Essential

1. Demonstrated relevant experience in Museum/Art Gallery installation, or a similar role.
2. Demonstrated knowledge of the use of power tools, carpentry, fabrication, painting skills and other relevant skills and knowledge, such as the ability to interpret technical specifications and plans.
3. Able to demonstrate strong attention to detail and high standards of presentation in the field of exhibition installation and display.
4. Interest in, and knowledge of, visual arts.

5. Experience working in a small team environment with minimal supervision.
6. Availability to work flexible hours including some after-hours and weekends if necessary. Willingness to be available for project-based rostering (peaks and troughs of work as needed at beginning and ends of exhibitions).
7. Able to pass pre-employment medical examination, police records check, Working with Children & Referee Checks.
8. Current Drivers Licence.

8. Organisational Relationships

Reports to:	Coordinator Visual Arts
Supervises:	Nil
Internal Liaisons:	Art Gallery Curator Other Town Hall Staff
External Liaisons:	Guest Artists and Curators Local Community Groups & Organisations Contractors & Delivery Couriers

9. About Horsham and Horsham Rural City Council

Horsham is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of more than 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

10. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

11. Sign Off



I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Communities & Place)

Date:

Employee name:

Signature:

Date: