

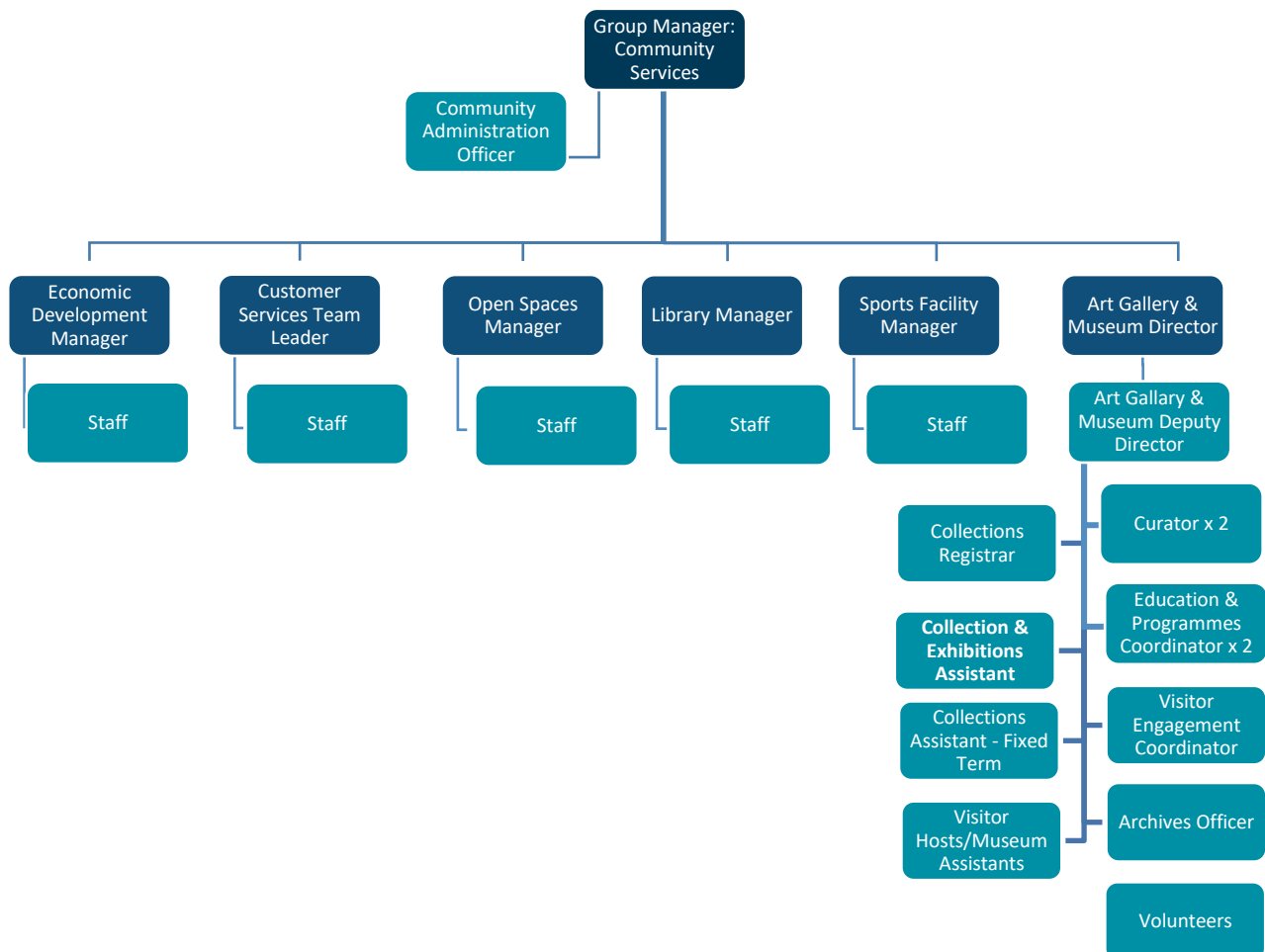
Position Description

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|-------------------------|--|
| Position Title: | Collections & Exhibitions Assistant |
| Reports To: | Art Gallery and Museum Deputy Director |
| Team: | Art Gallery & Museum |
| Group: | Community Services |
| Employment Type: | Permanent, full time |
| Date Modified: | July 2022 |

Purpose

To provide technical and administrative assistance in delivering the annual programme of exhibitions, while also, managing the documentation and care for the Ashburton Art Gallery including Collection.

Group Structure



Our Story - *Currently under Review*

Purpose

Working *together* for a better community

Values

Our values embody the culture of the Ashburton District Council, how we behave and how decisions are made. They help to ensure all our employees are on the same page so we can achieve and deliver our vision.



Do what's right

Think like a customer.
Follow through.
Be straight up.

Make it happen

Challenge boundaries.
Make a difference.
Know your stuff.

Work as one

Celebrate our wins.
Embrace our differences.
Share the load.

Key Accountabilities

Collection & Exhibitions Duties

- Contribute to the collection management policy of the Gallery and its ongoing development.
- Contribute to the development and review of the action plans of the Gallery and ADC collection policies.
- Assist with the documentation and database entry of the Gallery and ADC's permanent and long-term loan collections (accessioning and de-accessioning).
- Assist with the movement, installation and de-installation of objects from the Gallery and ADC collection for exhibition, research or conservation.
- Create clear and concise reports on the collection management work undertaken
- Maintain the Gallery collection storeroom and workroom as safe and secure environments in accordance with sector best practice.
- Assist with the implementation of preventative conservation principles for the ongoing care of the Gallery and Museum collections.
- Assist with and/or coordinate the freight of exhibitions to and from the Gallery and Museum
- Maintain all tools, display furniture and fittings, audiovisual equipment etc in a tidy, safe and accessible manner.
- In consultation with the Art Gallery & Museum Deputy Director purchase maintenance tools, equipment etc as required to maintain the physical integrity of the exhibition spaces.
- Ensure walls are patched and painted to a high standard after each exhibition.
- Work closely with the curatorial team to meet the needs of exhibition design, installs and de-installs.
- Action all required incoming/outgoing loan agreements and condition reports for objects in our care.

General Duties

- Maintain effective communication within the team, with your supervisor and external stakeholders.
- Ensure all work and display areas are kept tidy, clean and safe.
- Assist with and ensure all established start and end of day procedures, including security, are followed.
- Participate in the design, promotion, installation, de-installation, openings and events associated with exhibitions as required.
- At the request of the Director, support the promotional initiatives of the Ashburton Art Gallery Committee.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate and business plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager, Group Manager or the Executive Team.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Creativity and Innovation

- Draws on a range of information sources to identify new ways of doing things.
- Translates creative ideas into work process improvements.
- Reflects on experience and is open to new ways to improve processes.

Self Confidence

- Conveys confidence through body language and communication style.
- Listens and considers other points of view, trusting own ability to respond appropriately.
- Aware of how behaviour is interpreted by others, and modifies appropriately.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Knowledge and Skills

Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Prioritises activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Project Management

- Consults, liaises with and influences key stakeholders.
- Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified.
- Monitors performance against objectives and manages project risks and issues to ensure project objectives are met.

Specialist Expertise

- Relevant tertiary qualification.
- Demonstrable knowledge and experience in the Gallery/Museum sector.
- Experience working with diverse groups of people.
- Experience in National Art History, installing exhibitions and handling works of art.

- Excellent computer skills, including experience of word processing, spreadsheets, databases, outlook, adobe suite and E-hive.

Agreement

Employee

| | | |
|-------------|-------------|-------------|
| <i>Name</i> | <i>Sign</i> | <i>Date</i> |
|-------------|-------------|-------------|

Manager

| | | |
|-------------|-------------|-------------|
| <i>Name</i> | <i>Sign</i> | <i>Date</i> |
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Note

Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.