

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved: 10th June 2008

Position Number: 1700

Date Printed:

Authority Reference:

Classification: Executive Level 1
Division: Australian Capital Territory
Branch: Exhibitions Branch
Local Title: Project Manager,
Treasures Gallery & Exhibition Gallery redevelopment project

SECURITY ASSESSED: HIGHLY PROTECTED

DUTIES

1. Manage the Exhibitions Branch input into the Treasures Gallery & Exhibition Gallery redevelopment project, including, monitoring of related budgets and contract preparation and management, for the design and fit out of the galleries, fabrication of exhibition furniture and the development of audiovisual content within the galleries and in the online environment.
2. Develop and coordinate reports and provide secretariat services as required for meetings including *Treasures Gallery* Project Board, Ground Floor Stakeholders, CMG and others.
3. Supervise the curatorial staff and other staff as required in the development and implementation of the Treasures Gallery and Exhibition Gallery displays and programs.
4. Undertake liaison with key internal and external stakeholders; including funding bodies, Publications and Events branch, Development office and Communication & Marketing.
5. Liaise with the Registrar, Exhibitions and Loans and other stakeholders in the coordination of the installation of displays. This may include overseeing the preparation of display items, scheduling of exhibition changeovers and management of resources necessary to achieve the project's goals.
6. Ensure that Workplace Diversity, Industrial Democracy and Occupational Health and Safety guidelines and practices have been implemented and are observed.

Duties representing highest function: 1,2,3

Immediate supervisor: Director of Exhibitions, EL 2

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SELECTION CRITERIA

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1. Demonstrated high-level project management skills, including experience in project methodology and project management software with a high degree of ability to show initiative, organise work, meet deadlines, and manage complex tasks.
 2. Understanding of financial management and budgeting principle and practices, and Commonwealth procurement guidelines
 3. Demonstrated high-level communication, liaison and negotiation skills, including the capacity to draft reports and correspondence to a high standard.
 4. Highly developed interpersonal skills, including the capacity to work in and lead small teams including contractors.
 5. Understanding of, and commitment to occupational health and safety, workplace diversity and equity principles
 6. Previous project management experience within a cultural institution would be highly regarded
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JOB DESCRIPTION

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The National Library serves the Australian people through its comprehensive reference collection and a rich collection of material related to Australians and Australia. In 2010 the Library will open a new, state-of-the-art, Treasures Gallery and new Exhibition Gallery where it will be able to mount significant exhibitions and feature remarkable items such as Captain Cook's Endeavour Journal, the first handwritten draft of *Waltzing Matilda* or Eddie Mabo's letters and diaries.

The Library is seeking a senior project manager to manage the Exhibitions Branch input into the Treasures Gallery and Exhibition Gallery redevelopment project. It is envisaged the position will be on a contract for a period of 2 years.

The Library values creative, innovative staff with a demonstrated commitment to excellence. Its employees enjoy competitive salary rates, training and development opportunities and flexible employment conditions to help staff combine work and family responsibilities.

Further information on the Library's Exhibition program can be obtained at www.nla.gov.au/exhibitions

Further details on our conditions of employment can be accessed at <http://www.nla.gov.au/nla/agreement/>