

POSITION DESCRIPTION

Title: Gallery Manager

Classification: HEW 7

Reports to: Executive Producer

Direct reports: Gallery Curator, Gallery Coordinator

Issue date: Feb 2021

JOB PURPOSE

To provide direction and curatorial management of the NAS Gallery, The Drawing Gallery, exhibition spaces, curatorial projects, Graduations Shows and the Darlinghurst Gaol Museum to deliver the National Art School's audience engagement strategy.

KEY RESPONSIBILITIES

- Develop and deliver the National Art School audience engagement strategy for Gallery and curatorial projects.
- Manage the NAS exhibition program, curate exhibitions and develop the long-term exhibition schedule.
- Champion diversity and contribute to the delivery of the NAS State Significant Organisation (SSO) objectives and KPI's.
- Initiate and develop long term goals to guide the work of the team in line with organisational objectives and champion the NAS vision and strategy communicating the way forward.
- Develop strategic alliances in Western Sydney, metropolitan Sydney, regionally, state-wide and nationally.
- Develop and manage the National Art School onsite and offsite exhibition and curatorial program.
- Develop and manage public programs for the NAS Gallery, The Drawing Gallery, the Darlinghurst Gaol Museum, and National Art School exhibitions.
- Ensure curatorial excellence across the National Art School exhibition program.
- Provide leadership and direction for the Gallery staff on the realisation of a range of exhibitions and projects in partnership with artists, lending institutions and funding bodies.
- Work with Curator and Gallery Coordinator to plan exhibition installations.
- Develop and deliver a travelling exhibition program.
- Ensure overall programs are comprehensive and enact efficiencies in service delivery. Develop and manage the annual Gallery budget and provide prudent financial reports.
- Direct the National Art School annual student exhibition program including liaison with the academic staff for the delivery of the Undergrad and Postgrad exhibitions.
- Work with the Curators and Coordinator to develop a Gallery Volunteers program.
- Work with the Marketing team to develop the Exhibition Marketing and Publicity Strategy.
- Provide curatorial leadership, mentoring and engagement with students to support their practice and contribute to the vibrant learning environment at NAS.
- Ability to work flexible hours including days, nights and weekends.
- Provide leadership and understanding of ethical practices, EEO and WHS policies.
- Perform other related duties as required.

QUALIFICATIONS / EXPERIENCE

- Tertiary qualifications in arts/ curating/ arts management and high-level experience in a management role of a gallery, educational, arts or cultural organisation.
- Experience and track record in achieving successful outcomes in managing a public art gallery.
- Experience of long-term strategic thinking and planning in an audience focused environment.

- Demonstrated specialist knowledge of contemporary arts practice and an understanding of tertiary education.
- Leadership skills with experience in managing multi-disciplinary staff, change management, and interpersonal and high-level negotiation and influencing skills.
- Experience in facilitating public programs and in making art accessible to the public.
- Thorough understanding and experience in all aspects of project management to deliver results on time, to budget and to specification.
- Excellent interpersonal skills and the demonstrated ability to communicate with all levels of government, service providers, artists, staff and the community to establish positive working relationships, including exhibiting high levels of written and verbal communication and presentation skills.

KEY RELATIONSHIPS

Internal	
Executive Leadership Team	Develop and maintain effective working relationships
Executive Producer	Directly report to the Executive Producer
Academic staff	Develop and maintain effective working relationships
Gallery Team	Lead the Gallery Team
Archive and Collection staff	Collaborate on collection exhibitions for the Gallery
Facilities Team	Liaise with the Facilities Manager regarding the operations of gallery spaces and exhibitions.
Production Manager	Work with the Production Manager to deliver targeted programs to increase audience engagement.
Marketing Team	Work with the Marketing Manager on print materials and social media to reach targeted audiences and increase audience engagement.
Students	Develop and maintain effective working relationships.
Colleagues	Develop and maintain effective and collegiate working relationships with all employees of the National Art School
External	
Stakeholders	Develop and maintain effective working relationships.



ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____