

POSITION	Installation and Facility Co-ordinator
POSITION NUMBER	
CLASSIFICATION	Band 5
AGREEMENT	Ballarat City Council Enterprise Agreement No. 7 2016
DIVISION	Development and Planning
UNIT	Art Gallery of Ballarat
MANAGER	Director Art Gallery of Ballarat
DATE UPDATED	February 2019

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT: _____

SIGNED: _____

DATED: _____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Art Gallery of Ballarat provides a focus for visual arts in the Ballarat region. It is the oldest regional Gallery in Australia with a collection of Australian art which ranks in the top 5 in the nation. Special collections relate to early Ballarat, Goldfields, Eureka, the Lindsay family and medieval and renaissance manuscripts. The Gallery aims to stimulate appreciation and enjoyment of the visual arts for the people of Ballarat region and to attract visitors from the wider Australian communities.

The Gallery conserves a major collection, displays and interprets the collection, presents temporary exhibitions, tours, workshops, lectures and musical and performance events.

The Art Gallery of Ballarat Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:

 <p>LEADERSHIP</p> <ul style="list-style-type: none">• Be passionate• Act with integrity & honesty• Be reliable & responsible• Embrace the challenge	 <p>OUTCOMES</p> <ul style="list-style-type: none">• Meet & exceed expectations• Collaborate widely• Take ownership of the task• Be strategic
 <p>LOYALTY</p> <ul style="list-style-type: none">• Be authentic• Contribute• Openly communicate• Be available• Listen	 <p>EXCELLENCE</p> <ul style="list-style-type: none">• Be committed to the journey• Make informed & evidence-base decisions• Strive to lead the sector

2. POSITION OBJECTIVES

- Lead the planning and installation/hanging of exhibitions whilst maintaining the care and safety of the Gallery's collection and of works of art that come under the temporary custodianship of the Gallery.
- Coordinate the rostering of casual installation crew/art handlers to achieve exhibition/events timelines within budget allocations.
- Coordinate Gallery facility maintenance and external contractors
- Perform maintenance duties related to the presentation and well-being of the collection, stores and temporary exhibitions.
- Coordinate the Gallery's Occupational Health and Safety

3. KEY RESPONSIBILITY AREAS

- Coordinate the installation and dismantling of artworks in temporary exhibitions, the permanent collection and other Gallery activities.
- Install artworks for exhibitions and collection displays, including installing and maintaining multimedia/audio visual equipment, display equipment and lighting.

- Maintain collection stores and loading bay including packing/crating of artworks, updating locations and return of artworks to correct storage locations.
- Organise general Gallery, materials and equipment maintenance requirements including supply of packing materials and other specialist supplies.
- Maintain a high standard of appearance of the internal and external areas of the Gallery, including cleaning of artworks and objects on display and storage.
- Organise and oversee external contractors for specific work in the Gallery. Including security, cleaning, environmental controls
- Maintain equipment register and offsite store.
- Observe Occupational Health and Safety requirements in carrying out all aspects of the role and ensure compliance by other staff and external contractors.
- Oversee the completion of daily and weekly maintenance tasks including the removal and sorting of recycling and waste.
- Undertake security patrols during working hours within Gallery spaces as required.
- OH&S and First Aid officer responsibilities.

From a Health & Safety perspective the City of Ballarat requires the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in *monthly* team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Curator
Internal Liaisons:	Director Art Gallery of Ballarat Members of Gallery staff Council Facilities Department Staff in other Council Departments
External Liaisons:	Tradespeople and suppliers

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is directly responsible to the Registrar.
- This position involves a strong project management role. The incumbent shows a high level of initiative and problem solving in coordinating the needs of the facility.
- Work collaboratively with other staff in the Curatorial team. The incumbent facilitates and coordinates the delivery and implementation of exhibitions and leads the art installation team.

- Oversight of building maintenance at the Gallery including: monitoring air conditioning system, plumbing, lighting and electrical equipment and monitoring internal and external cleaning
- Periodic review of emergency and evacuation procedures and practices such as fire drills and ensuring all Gallery staff are aware of their levels of responsibility and authority in regard to fire and security measures.

6. JUDGEMENT AND DECISION MAKING

- The role requires the assessment of artworks in terms of appropriate installation fittings, processes and equipment to ensure the safety of the artwork and public.
- Responsible for day to day decisions relating to installation, including using tools safely and efficiently to achieve design outcomes.
- Responsible for acting within designated budgets. Guidance and advice can be sought from the Registrar or from senior staff.
- Ability to recognise and make recommendations on improvements to systems and procedures that assist with maintaining the facility.
- Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge or knowledge acquired through previous experience.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Experience in installing artworks and knowledge of appropriate means of handling specific types of works of art.
- Knowledge of principles, practices, standards and ethics relating to the interpretation and development of cultural collections
- Experience in research, selection and preparation of artworks leading to public outcomes including exhibitions, displays and online content
- Understanding of cultural significance as it relates to collection development and in processes and practices associated with cataloguing, storage and handling of cultural material
- Experience in contributing to curatorial projects delivered on time and within budget
- Desirable - General knowledge of the Art Gallery of Ballarat; a brief history of the building/site, a broad knowledge of the Gallery's programs and the ability to describe some of the Gallery's special/unique features is desired.

8. MANAGEMENT SKILLS

- Ability to supervise part time and casual exhibition staff and implement corporate staff management requirements.
- Coordinate the installation of artwork, audio visual and multimedia exhibition.
- Manage/organise own daily and weekly work priorities and respond to urgent or competing demands between separate responsibilities to achieve objectives in the most efficient way, with the resources available and within set timeframes.
- Understand and apply OH&S policies and follow safety guidelines in work procedures, recording venue hazards as they are identified.

- Coordination of external contractors, including maintaining contact lists and maintenance records, and provision of regular reports on gallery facilities and equipment

9. INTERPERSONAL SKILLS

- Demonstrated written and verbal communication skills and ability to liaise with a wide range of stakeholders.
- Demonstrated interpersonal skills to contribute to the resolution of minor problems ensuring an efficient and harmonious teamwork environment.
- Ability to work cooperatively with a range of volunteers and maintain confidentiality of information within the Art Gallery of Ballarat.
- High level interpersonal skills and an ability to “manage up” regarding issues about timelines and budgets.
- Ability to work independently yet be an effective member of a multidisciplinary team

10. QUALIFICATIONS AND EXPERIENCE

- Relevant specialist technical skills and experience in a gallery or museum environment.
- Ability to meet moderate to heavy physical demands of role whilst observing OH&S requirements.
- Minimum VCE or equivalent and/or demonstrated experience working in a curatorial environment.
- Demonstrated experience or willingness to learn applicable skills in working at heights, specifically the use of ladders and hydraulic lifts/platforms, following applicable safety guidelines and procedures.
- Experience of applicable skills in the installation and safe handling of a wide range of artworks and associated mechanical equipment, including lighting.
- Knowledge of basic building maintenance requirements.

Desirable

- First Aid Certificate Level 1 or Level 2

11. SELECTION CRITERIA

- Qualification in a related field with some industry experience or lesser qualification with extensive relevant experience.
- Extensive experience in exhibition installation across a wide range of art media and the
- handling of artworks.
- Strong skills in time management, planning and the ability to organise own workload and that
- of other staff, with the ability to supervise casual exhibition staff.

- Excellent interpersonal skills and a demonstrated ability to work in a team environment and gain co-operation and assistance from other employees and volunteers.
- Ability to work with a wide range of people, including artists and other art industry stakeholders, with the ability to communicate technical issues and requirements to external contractors
- Demonstrated knowledge of OH&S policies and practices and an ability to observe and maintain Occupational, Health & Safety regulations and practices by all staff and external contractors at all times, including during exhibition maintenance, installation or demount.
- Demonstrated computer skills, including the use of MS Office suite and databases e.g. Vernon.
- Demonstrated knowledge and experience of industry standards relating to lighting, environment control and art handling.
- An appropriate fitness level to carry out regular lifting and carrying duties and an ability to operate associated plant and machinery relating to exhibition projects.
- Possession of a current Driver's licence is essential
- Possession of a licence to perform high risk work (fork lifts and elevated work platforms) would be an advantage.
- With a focus on service delivery, the ability to work flexibly, cooperatively and an ability to work outside core hours and weekends as required.

12. PHYSICAL AND COGNITIVE DEMANDS

<i>Physical Demand Matrix</i>							
Overall Role	Office Based Role						
<i>Body Posture</i>	N R	R	I	O	F	C	Comments
Standing			✓	✓	✓		Intermittent to Frequent requirement to stand whilst; <ul style="list-style-type: none"> • Serving customers • Filing • Operation of photocopier/ printer • Collecting files
Sitting					✓	✓	Predominantly seated role whilst completing computer and desk-based tasks able to take postural breaks as required.
Horizontal reaching with arms extended > 30cm in a 180-degree plane.		✓	✓	✓			Rare to occasional requirement to; <ul style="list-style-type: none"> • Placing or collecting files from filing cabinet • Inserting and collecting documents from printer • Placing files or folders onto shelving/ storage
Neck flexion/extension/rotation						✓	Constant movements of the neck in all directions required whilst completing all listed tasks. Potential for sustained neck flexion while reviewing hard documents.
Reaching above shoulder height		✓	✓	✓			Rare to occasional reaching to access folders from storage, pending office set up.
Stooping & bending forward from standing position		✓					Rare requirement pending office set up, if: <ul style="list-style-type: none"> • Lifting file boxes • Collecting folder from underneath desk
Kneeling / squatting		✓	✓				Rare requirement if accessing folders from underneath desks, filing cabinet, lower shelves pending office set up

POSITION DESCRIPTION

Trunk rotation			✓				Rare to occasional trunk rotation required (left and right) whilst completing all tasks pending office set up
----------------	--	--	---	--	--	--	---

Mobility	N R	R	I	O	F	C	Comments
Climbing step / platform		✓					Rare requirement to climb a step ladder
Walking		✓	✓	✓	✓		Rare to frequent walking whilst completing all tasks that are not desk-based
Walking over uneven surfaces	✓						Not required
Ladder climbing	✓						

Manual Handling	N R	R	I	O	F	C	Comments
Unilateral lifting		✓	✓	✓	✓		Rare to frequent requirement to lift paper files of varying sizes, small administration equipment, telephone etc.
Bilateral carrying		✓	✓	✓	✓		Rare to frequent requirement to lift and carry paper reams, larger files or folders, water bottles.
Lifting with weight away from body <10kg	✓						Not required
Lifting with weight away from body >10kg	✓						
Lowering a vertical distance > 25cm from waist to floor		✓	✓	✓			Intermittent requirement to lower or raise items pending office set up.
Lifting a vertical distance > 25cm from waist to shoulder height		✓	✓	✓			
Lifting 0kg - 4.5kg		✓	✓	✓	✓		Rare to Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> Files File boxes Office equipment
Lifting 4.5kg - 9kg		✓	✓				Rare to Intermittent requirement to lift up to 9kg; this extends to: <ul style="list-style-type: none"> Folders Paper reams
Lifting 9kg - 22kg		✓					Rare requirement to lift 9kg – 22kg; this extends to: <ul style="list-style-type: none"> Water bottles 11kg
Lifting 22kg - 45kg	✓						Not required
Lifting 45kg+	✓						
Handling unstable objects		✓					Rare requirement to handle Water bottles 11kg
Carrying			✓	✓			Intermittent to occasional requirement to carry items as listed above is required
Pushing / pulling		✓					Rare pushing/pulling of trolley when retrieving bulk items from storage
Sustained/ repetitive hand grip			✓	✓	✓		Intermittent to frequent requirement whilst: <ul style="list-style-type: none"> Using mouse Lifting and carrying all items

POSITION DESCRIPTION

							<ul style="list-style-type: none"> • Writing • Using stationary items including but not limited to hole punchers, staplers, and stamps
Tool use	✓						Not required
Exposure to vibration	✓						

Frequency scale for critical physical demands	<p>NR = Not Required within this range of duties R = Rarely (less than 1 x weekly) I = Intermittently (1 x every 2.5 hours) O = Occasional (1 x every 30 minutes) F = Frequent (1 x every 2 minutes) C = Constant (1 x every 15 seconds)</p>
--	---

Cognitive Demand Matrix

Role	Office Based Role
-------------	--------------------------

Psychosocial Demands			
Personal	Concentration	✓	High levels of concentration required while completing all listed tasks
	Patience	✓	Office Staff are required to possess high levels of patience whilst completing all listed tasks in particular when interacting with members of the public
	Emotional stability	✓	Office Staff are required to have a developed emotional stability whilst completing all tasks
	Judgement	✓	Office Staff are required to exercise sound judgement whilst completing all aspects of the role
	Reasoning	✓	Office Staff are required to exercise sound reasoning whilst completing all aspects of the role
Social	Isolation	-	Office Staff perform their duties in the presence of co-workers.
	Autonomy	✓	Office Based Staff are able to utilise autonomy with respect to the processes in which they complete a task, however they must follow the same policies and procedures
	Peer support	✓	Peer support is available whilst Office Staff complete their designated duties. Peer support is generally requested should the circumstances require it.
	Social network	✓	A social network is available for all Office Staff through the City of Ballarat
	Production demands	✓	Office Staff are required to complete jobs within specified deadlines for allocated administrative tasks and projects
	Stress	✓	Office Staff could be exposed to stressful situations such as meeting specified deadlines and production demands, dealing with aggressive or upset members of the public, taking abusive or aggressive phone calls, general workload demands.