ROLE STATEMENT

THE POSITION:	**MEDIA AND PUBLIC AFFAIRS ASSISTANT**
POSITION NUMBER/CLASSIFICATION:	7098 / VPS 2.2
REPORTS TO:	Senior Publicist
WORK UNIT:	**Media and Public Affairs**
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	June 2026

VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for providing publicity and administrative support across the activities of the Media and Public Affairs team.
1. ACCOUNTABILITIES (DUTIES):	In fulfilling the primary focus of the position the incumbent will typically: 1. Provide publicity support to the NGV media team where required on NGV publicity campaigns, including creation of media releases, media kit materials, media list invitations, talent research, strategic media send outs and monitoring of media inbox. 2. Co-ordinate photography and filming for exhibitions, programs and artist profiles, as required and coordinate and manage logistics photography and filming requests across internal departments and external press requests. 3. Under the guidance of the Senior Publicist, prepare copy for NGV promotional material; prepare and disseminate images and relevant captions and descriptions of exhibitions and programs to media. 4. Complete daily media clippings reporting and coordinate with the NGV's media monitoring service provider to ensure timely delivery in line with agreed daily service is provided as per contract agreement. 5. Provide administrative support to the Media and Public Affairs team, including but not limited to processing invoices, organising and coordinating media travel, managing office supplies, printing and mailing of media materials, and fielding incoming and outgoing correspondence and updating and researching media contacts databases.. 6. Collate and organise information for weekly and quarterly reports as well as exhibition and program reports; ensure that information is created and managed according to the Information Management policy and procedures, including compliance with privacy and data security requirements. 7. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 8. Participate in and support organisational change initiatives and model NGV values and behaviours.

NGV

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2. THE PERSON – KEY SELECTION CRITERIA	To achieve the purpose of the position, the following attributes are required: 1. Relevant tertiary qualification coupled with some experience in the fields of media, communications, public relations or a related field. 2. Written communication: prepares basic letters, emails, reports and media releases using clear, concise and grammatically correct language, organises information in a logical sequence and includes content appropriate for the purpose and audience. 3. Verbal communication: uses a polite and considerate manner when dealing with others, clearly explains information and listens to feedback and speaks clearly and concisely and keeps people interested when speaking. 4. Time management, organisation and planning: regularly plans and tracks progress on work tasks, supports the team in the time management of their tasks, takes an organised, methodical approach to work and addresses priority tasks first. 5. Detail focus: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities. 6. Drive, commitment and initiative: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others, enjoys a vigorous and dynamic work environment, seizes opportunities and acts upon them and takes responsibility for own actions. 7. Relationship building and teamwork: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	• Recent graduates are encouraged to apply. • A flexible approach in regard to hours of work. • An understanding of the arts industry and its future challenges.
4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: • Key media representatives. • Corporate Partnerships, Curatorial, Directorate, Events, Fundraising, Marketing, Exhibition Management and Multimedia.
5. OTHER RELEVANT INFORMATION	• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are

	required to undergo People and Culture and Risk, Safety, Security & Environment Inductions. • In line with the *Child Wellbeing and Safety Act 2005* (Vic), the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a six month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.