

Exhibitions Officer - Galleries

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Team Leader Gallery Exhibitions and Programs	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 4

Position Purpose
Lead the design, production and installation of exhibitions across Council's art galleries to deliver engaging visitor experiences and positive community outcomes.

Key Responsibilities and Outcomes
<p>As an Exhibitions Officer - Galleries you will:</p> <ul style="list-style-type: none"> • Lead the production of exhibitions that meet industry best practice and create memorable visitor experiences. • Lead the installation of exhibitions, including AV and digital solutions, suited to each of Council's three galleries. • Lead the design of exhibitions to meet diverse artist and audience needs. • Collaborate with the broader Galleries team to achieve cohesive exhibition and program development and delivery. • Supervise staff during exhibition installation and small project teams as required. • Develop and implement business processes to ensure industry best practice related to the design, development, planning, and installation of exhibitions including safety and risk management procedures. • Collaborate on the adaptation of touring exhibitions to compliment the overall gallery exhibition program and individual gallery needs. • Develop and maintain relationships with internal and external stakeholders and professional contacts that contribute to high quality products and optimal service outcomes. • Actively contribute to a high performing and positive team environment within the Galleries team and the broader Cultural Services Department.

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Highly developed and demonstrated experience in the design, production and installation of high-quality exhibitions.
- Excellent time management skills to resolve conflicting priorities and meet deadlines.
- Well-developed and demonstrated understanding of audience needs in exhibitions.
- Well-developed administration and problem-solving skills as they relate to the deliverables of this position.
- Well-developed communication skills, including presentation, verbal and written.
- Highly developed interpersonal skills.
- High level of ability to work in a team, communicating effectively and contributing to a positive work environment.

Qualifications

- Tertiary qualification in relevant field or demonstrated equivalent experience
- Current C class driver's licence.
- Current Working with Children Card for child related employment from Blue Card Services.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.