

## Gallery Officer

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Gallery Leader	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 3

#### Position Purpose

Support the day to day operations of a gallery to deliver positive visitor experiences.

#### Key Responsibilities and Outcomes

As a Gallery Officer you will:

- Assist with overseeing routine gallery operations that deliver an exhibition program and delivers centrally and locally developed public programs.
- Assist with the development, promotion and delivery of public programs and events that increase and diversify visitation.
- Provide positive visitor experiences by ensuring welcoming and engaging gallery spaces.
- Oversee gallery team members' delivery of routine work tasks and assist in the development of their skills and experience.
- Actively contribute to a high performing and positive team environment within the Galleries Branch and the broader Cultural Services Department.
- Support the preparation of venue performance reporting and the development and review of gallery processes and procedures.

#### Our Values

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**

<b>Decision Making</b>	
<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

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Sound experience and knowledge in the operations of a visitor-focussed cultural facility.</li> <li>• Solid experience in overseeing staff to deliver high quality visitor experiences and day to day administrative tasks.</li> <li>• Sound experience and knowledge in the development and delivery of public programs.</li> <li>• Well-developed interpersonal and time management skills, with a focus on the provision of exceptional visitor experience.</li> <li>• Sound experience collating data and preparing reports.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Certificate III in Information and Cultural Services or equivalent qualification or experience.</li> <li>• Current Confirmed Suitability for Child Related Employment from the Queensland Commission of Children and Young People (Working with Children Check) or ability to confirm suitability within two months of engagement.</li> <li>• Current C class drivers' licence.</li> </ul>

*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.*