

Exhibition Support 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 3

Position Purpose

Support the development and delivery of exhibitions and programs across Council's three galleries to deliver engaging visitor experiences and positive community outcomes.

Key Responsibilities and Outcomes

As an Exhibition Support Officer - Galleries you will:

- Assist in the development and delivery of exhibitions suited to Council's three galleries to ensure exceptional visitor experiences.
- Provide administrative, financial and project delivery support to the Gallery Exhibitions Team.
- Support the preparation of reporting and the development and review of gallery processes and procedures.
- Liaise with internal and external stakeholders and professional contacts to ensure the delivery of high quality exhibitions and programs.
- Support the broader Galleries Team to achieve cohesive exhibition and program development and delivery.
- Actively contribute to a high performing and positive team environment within Galleries Branch and the broader Cultural Services Department.

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

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
<ul style="list-style-type: none"> • Sound experience and knowledge in the development and delivery of high-quality exhibitions and programs • Sound administration and problem-solving skills as they relate to the deliverables of this position including conducting research and preparing reports. • Sound time management skills to resolve conflicting priorities and meet deadlines. • Well-developed interpersonal and communication skills including verbal and written. • Demonstrated ability to work in a team, communicating effectively and contributing to a positive work environment.

Qualifications
<ul style="list-style-type: none"> • Tertiary qualification in art history studies or other relevant field or demonstrated relevant experience in the arts sector. • 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.