

Role Description



Position Title **Venue Supervisor**

Position Number **CUL061**

Purpose of Role

Oversee routine gallery operations and the delivery of exhibitions and programmes that engage the community, provide positive visitor experiences and showcase the regions cultural diversity.

Specific Responsibilities

- Promote council's galleries as key cultural facilities and provide positive visitor experiences through a sound knowledge of exhibitions, collections, resources and procedures.
- Oversee routine venue operations, including staff and volunteer management, prioritisation of tasks, facility presentation and maintenance, process review and reporting.
- Assist in the development, planning, promotion, curation, design and installation of gallery exhibitions.
- Develop, deliver and review gallery programs with an emphasis on visitor engagement.
- Develop and maintain relationships with stakeholders to enhance gallery exhibitions and programs and identify partnering opportunities.
- Ensure compliance with council policies, procedures and processes including adherence to purchasing guidelines and accurate accounting of monies.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or in a role requiring a similar skill set.
- Well-developed time management skills with the ability to prioritise workloads and achieve service outcomes.
- Demonstrated substantial experience within a customer focused environment.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in museum studies or other relevant field.
- Current C class driver's licence.
- Current Responsible Service of Alcohol certification.
- Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check) or ability to confirm suitability within two months of engagement.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

