

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Head of Art
<b>Position number:</b>	424221
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	Professional Stream Band 3
<b>Division/branch/section:</b>	Creative Industries, Sport and Visitor Economy Tasmanian Museum and Art Gallery
<b>Location:</b>	Hobart
<b>Employment status:</b>	Permanent Full-time
<b>Supervisor:</b>	Deputy Director, Collections & Research

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### **Tasmanian Museum and Art Gallery**

The Tasmanian Museum and Art Gallery (TMAG) is Tasmania's leading natural, cultural and heritage organisation. It is a combined museum, art gallery and herbarium with almost one million items of the State Collection in its care. TMAG is a Statutory Authority within the State Government and draws resources and staffing from the Department of State Growth. TMAG provides a vibrant, professional and stimulating environment for tourists, locals, employees, and volunteers.

TMAG enriches, inspires and educates local and global communities by connecting them with Tasmania's unique journey and place in the world.

TMAG has a strategic plan to guide its development and support its people to successfully achieve the TMAG vision. The strategic plan outlines four areas of focus: an island in a changing world; First Peoples of lutruwita (Tasmania); migration, heritage and resilience and southern extremes and perspectives.

### **Position Objective**

To lead the Art team to manage, develop and promote the fine art and decorative art collections through curation, exhibition development and research. Provide expert advice and services that contributes to knowledge of art at a departmental, national and international level, promoting TMAG as a centre of excellence. Ensure that the collection held by TMAG is made accessible through exhibitions, displays, publications, education and other public programs. Coordinate all aspects of acquisition, curation, research and display of the state art and decorative arts collections.

### **Major Duties**

- Lead, support and manage the activities of the Art team within a multi-disciplinary organisation to deliver high quality art services to internal and external stakeholders.

- Manage the art collections including collection documentation, collection care, research, digitisation, storage and the selection and coordination of all aspects of acquisitions in line with TMAG policies.
- Curate, project manage and support exhibitions and other public programs, promoting TMAG and the collection, including providing expert advice to public and research enquiries.
- Prepare, implement and report on strategic and business plans for the Art team to align with TMAG's policy and legislative frameworks.
- Undertake provenance and due diligence research for proposed acquisitions and loans to institutional, regulative and legislative framework and policy standards.
- In consultation with the Director and Deputy Director Research and Collections, develop and maintain sound working relationships with donors, potential donors, artists, curators, academics and other stakeholders who benefit TMAG and its collections.
- Pursue external funds and co-operative arrangements with other organisations that are aligned to the TMAG strategic Business Plan.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Under the general direction of the Deputy Director, Research and Collections, the role acts with a significant degree of autonomy and is accountable for ensuring that work undertaken is based on sound professional judgement, is well planned, and results are produced in an accurate and timely manner.

The position leads and operates in a small team environment as the manager of a prestigious collection at TMAG. The occupant must have excellent presentation and communication skills as they work closely with internal and external stakeholders.

The role exercises professional judgement and provides outreach services through the delivery of best practice exhibitions, research, and collection development and care. This outreach and collaboration includes the interpretation of the collection in close collaboration with the First People Art and Culture team in line with TMAG's commitments as part of the Apology to Tasmanian Aboriginal People.

It is an expectation that the occupant exercise initiative and operate with autonomy within the boundaries of TMAG and broader State Growth policies, frameworks and delegations. While they act independently in performing their core work functions, the occupant will consult with their supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

It is an expectation that a professional, results-focused approach is achieved with authoritative advice being delivered.

The occupant is expected to comply with relevant Workplace Health and Safety legislation, and departmental policies and guidelines relating to this position.

The Head of Art is based at TMAG's City site and duties will include working across the Rosny and Moonah sites.

## **Selection Criteria (Knowledge and Skills):**

- Proven ability in leading, managing and developing staff to effectively achieve business deliverables and promoting a positive and supportive workplace culture.
- Demonstrated capacity to develop, curate and manage a complex art collection through the application of aesthetic, historical, and intellectual judgement.
- Demonstrated ability to coordinate and/or initiate, undertake and complete research, exhibition and public programs that are aligned with organisational strategic goals.
- Demonstrated experience in managing art collections including collection care, digitisation and the use and museum systems and databases.
- Excellent written and verbal communication skills, including professional research publications, with the ability to liaise effectively with stakeholders to negotiate, build networks and develop collaborative linkages.
- Demonstrated project management skills with a proven ability to plan and deliver complex projects on time and within budget while meeting corporate reporting requirements.
- Demonstrated capacity to develop, recommend and implement relevant plans, policies and procedures to achieve strategic objectives for the art collections.

## **Position Requirements**

### ***Pre-employment***

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted.

- Police check – crimes involving dishonesty.

### **Essential Requirements:**

- A degree from a recognised university or college.

### **Desirable Requirements:**

- At least five years of curatorial experience in a public gallery or museum.
- Postgraduate qualifications or an established record of research are desirable.

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)