

## POSITION DESCRIPTION

Title: Exhibitions Officer

Classification: HEW4 (full time, permanent)

Award: Amusement Award

Reports to: Senior Curator and Gallery Manager

Direct reports: Nil

Issue date: September 2025

### JOB PURPOSE

The Exhibitions Officer is a member of the NAS Gallery Team and provides operational support to the gallery to ensure the smooth and efficient running of the exhibitions, projects, programs, talks and other events. The position liaises with a broad range of stakeholders, both internal and external, including exhibiting artists, visitors, volunteers, marketing, facilities, security, events and teaching staff. The role contributes to audience engagement and development by supporting initiatives that meet the School's vision and strategic goals.

### KEY RESPONSIBILITIES

- Oversee the daily operations of the NAS Gallery ensuring seamless functionality of the spaces, including all opening and closing procedures;
- Actively contribute to a culturally safe and inclusive gallery experience through respectful engagement, accessibility awareness, and support for diverse audiences;
- Ensure the gallery and artworks are presented professionally to best practice at all times including condition reports and maintenance of artworks and exhibitions;
- Coordinate the recruitment, training and rostering of all NAS Gallery volunteers;
- Staff the Gallery front desk when volunteers are not available;
- Provide production and administrative support for the Gallery Manager and Senior Curator, and the Curator, including exhibition, program and publication development and delivery;
- During exhibition installation, coordinate required materials and equipment to support the curators and the installation team, and create exhibition manuals and artwork wall labels;

- Contribute to the planning of the National Art School annual student exhibitions program including the Graduate and Postgraduate exhibitions;
- Provide back end administration and payments of all gallery invoices and accounts;
- Oversee the organisation of the Gallery storeroom and workshop, including sourcing and maintenance of equipment and materials and with respect to WHS standards;
- Ensure all visitor statistics are accurately recorded, and produce reports as required;
- Log publication and merchandise sales and keep stocks up to date;
- Manage digital image records documenting current and past exhibitions and projects including filing and image captioning;
- Assist with preparation of written exhibition reports and maintain project files;
- Respond to enquiries from the public and manage Gallery email.
- Support the delivery of the Gallery program of at least five major exhibitions, touring exhibitions, and two student exhibitions each year including associated public programs and events;
- Assist with front-of-house for out-of-hours and evening events in the Gallery;
- Liaise with the wider NAS community including Academic and Operational staff and students;
- Working in accordance with ethical practices, EEO and WHS policies.
- Perform other related duties as required.

### QUALIFICATIONS / EXPERIENCE

- Tertiary qualifications in Visual Art, Art History, Curatorship, or a related field, or equivalent experience in gallery coordination, production, and administration;

- Minimum 2 years' experience of exhibition delivery working in a public art Gallery or cultural/arts organisation;
- Proactive and able to work independently with the ability to use own initiative and sound judgement;
- Strong computer skills, including word processing, spreadsheets. Experience in use of InDesign, Photoshop and Sketch Up;
- Flexible with working hours, some early morning, evening and weekend work will be required;
- Experience managing volunteer programs in a gallery or cultural setting, with a commitment to professionalism and delivering quality volunteer experiences;
- Excellent interpersonal and communication skills, with the ability to effectively work collaboratively across teams and with various stakeholders
- Strong organisational and project management abilities, with the capacity to handle multiple tasks and meet deadlines.
- Practical skills in exhibition production and installation;
- Proficiency with installation of AV equipment, media players, data-projectors, sound systems;
- Professional arts administration experience including drafting exhibition agreements, artist agreements, loan agreements, formatting of artwork details and captioning, documentation, reports, publication preparation.

## KEY RELATIONSHIPS

Internal	
Direct Manager	Provide timely updates, support, and advice to the Senior Curator and Gallery Manager and the Curator.
Direct Reports	Volunteer management and providing inductions, clear direction and supervision to the volunteers.
Heads of Departments	Provide updates and support where necessary, especially when assisting in department-specific exhibitions.
Students	Assist with student exhibitions, including with the display of relevant works.
Colleagues	Develop and maintain effective working relationships, providing gallery-based support and recommendation as necessary.
External	
Stakeholders	Liase with external artists and contractors as necessary to ensure the efficient operation of the gallery.
General Public	Provide excellent customer service to the general public as necessary.

## ACKNOWLEDGMENT

I have read and understood this position description, and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_