

ROLE DESCRIPTION

ROLE TITLE: Assistant Registrar
CLASSIFICATION: ASO4
ROLE NUMBER: M00096

AGENCY: [Department of the Premier and Cabinet](#)
DIVISION: Art Gallery of South Australia
BUSINESS UNIT: Art Gallery of South Australia

REPORTS TO: Head Registrar

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: N/A

ROLE PURPOSE: The Assistant Registrar contributes to the successful delivery of the Art Gallery of South Australia (AGSA)'s temporary exhibition programs and collection displays, including three high profile biennial exhibitions - The Adelaide Biennial of Australian Art, The Ramsay Art Prize and Tarnanthi. This role is also responsible for the provision of administrative support that contributes to the effective operations of the Registration Department.

KEY OUTCOMES OF ROLE:

1. Contribute to the successful delivery of AGSA exhibitions - the Adelaide Biennial of Australian Art, The Ramsay Art Prize and Tarnanthi by ensuring effective collaboration with internal and external stakeholders, including artists, donors and lenders, to meet agreed exhibition objectives.
2. Exercise initiative, judgment and problem solving to assist in the delivery of timely and sustainable exhibitions for the Adelaide Biennial of Australian Art, The Ramsay Art Prize and Tarnanthi including ensuring all conservation activities are to the best practice museum standards.
3. Coordinate effective scheduling and facilitate end-to-end logistics relating to receiving and dispersing of exhibition pieces including packing, freight, loan documentation and insurance and ensuring this information is accurately reflected in the collection database EMu.
4. Establish and coordinate assembly/dispersal schedules and other working documents in support of exhibitions including checklists of work, incoming and outgoing freight schedules and loan agreements.
5. Maintain an expert knowledge of the use of the collection database Emu, to efficiently generate complete and comprehensive EMu reports as required.
6. Coordinate and manage access to the building and works of art for visiting couriers and conservators as required and ensuring art handling practices are adhered to.
7. Contribute to the development and implementation of project workflows to increase productivity across the Registration Team and other teams and ensure compliance with best practice and policy guidelines.
8. Provide effective and efficient administration support to the Registration Team by assisting with registration queries, processing invoices, records management, reporting and auditing and other general admin tasks as required.
9. Develop and implement practices and procedures that protect the confidentiality and integrity of Registration information, and which meet the high standards of policy and practical standards.
10. Foster and maintain effective relationships with key internal and external stakeholders to support the delivery of exhibitions, loans and collection related activities in line with policy and procedure.

KEY RELATIONSHIPS / INTERACTIONS:

- Works collaboratively and engages with all teams across AGSA.
- Develops and maintains positive working relationships with external stakeholders, including artists, donors and lenders and industry partners.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - ☒ Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
 - ☐ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Out of hours business work may be required.
- Inter/intra and overseas travel may be required.

KEY SELECTION CRITERIA:

- A qualification or a desire to work towards a qualification in museum studies is highly desirable.
- Demonstrated experience in successfully implementing and coordinating complex registration and logistical activities for art gallery-based projects, while working with limited direction, tight deadlines and budgetary constraints.
- Ability to work independently under broad direction and exercise initiative, sound judgment and delegated authority in the application of policies, procedures and best practice standards relating to the safe handling, movement and installation of works of art.
- Possess high level written and verbal communication skills with a proven ability to liaise, consult and negotiate effectively with a diverse range of stakeholders, and demonstrated cultural respect and sensitivity when working with Indigenous artists, communities and people from diverse backgrounds.
- Demonstrated ability to maintain work of a high level of accuracy, attention to detail and quality outcomes while managing competing priorities and working under pressure.
- Proven ability to maintain confidentiality and exercise discretion, professionalism and cultural sensitivity in the management of sensitive information and issues.
- Proven ability to work collaboratively as part of a team, build productive working relationships and contribute to a positive workplace culture.
- Experience in a range of computer systems including Microsoft Word, Excel, Outlook, Internet Explorer and automated collections management databases such as KE EMu.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Trust ▪ Service ▪ Professionalism ▪ Respect | <ul style="list-style-type: none"> ▪ Collaboration and Engagement ▪ Honesty and Integrity ▪ Courage and Tenacity ▪ Sustainability |
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CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- ☒ Sees the big picture and understands how their work contributes to the strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☒ Responds in a positive and flexible manner to change and uncertainty
- ☒ Identifies, defines and solves problems that may impact on own work objectives
- ☒ Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- ☒ Understands individual and team capabilities and makes effective use of own capabilities
- ☒ Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- ☒ Understands how work practices are governed by Public Sector legislation, regulations and policies
- ☒ Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- ☐ Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- ☒ Provides support to implement new innovative initiatives and promotes change
- ☐ Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- ☒ Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- ☒ Promotes a strong customer service culture by understanding needs
- ☒ Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- ☐ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☐ Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- ☐ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- ☒ Committed to self development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained