



Recruitment Selection Criteria

Gallery Assistant

Position Title	Gallery Assistant
Section	Commercial Business Units - Glasshouse
Division	Corporate Performance
Grade	7

Essential requirements

1. Tertiary qualifications in Visual Arts and/or significant operational experience working in a public gallery or museum environment
2. Experience in gallery/ museum operations, artwork handling, reporting & installation
3. Experience in the delivery of audience development and/or education programs
4. Experience in organising events
5. High level of administration and organisational skills
6. Demonstrate excellent attention to detail and the ability to prioritise activities to meet deadlines
7. High level of computer literacy and competency in the use of Microsoft Office applications
8. High level of oral and written communication skills with excellent interpersonal skills
9. Ability to work effectively both independently and within a team
10. Available to work additional casual hours on weekends and/or evenings for gallery events when required

Desirable requirements

1. Prior experience of working in a local government environment
2. Experience of working with volunteers

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork