



## Position Description

### Gallery Attendant

#### Casual Position

**\$30 per hour, + weekend penalty rates + 11% Super**

Southern Tablelands Arts (STA) is looking for a casual Gallery Attendant to supervise and attend to the gallery spaces at **Connect@Gunning Station**. *Connect@Gunning Station* is a new Arts and Cultural hub in Gunning, NSW. *Connect@Gunning Station* is set to become a destination for cultural experiences and opportunities and a hub at Gunning to be enjoyed by our whole region and by the many visitors keen for a unique regional experience.

#### Organisational Relationships

Reports to: STA Executive Director

Works with: STA team, Connect@Gunning Committee, stakeholders, community.

#### Background

Southern Tablelands Arts is the peak arts and cultural organisation within the Southern Tablelands region of NSW. The organisation has been in operation since 1997. Core funding is provided by Create NSW and seven local government areas: Wollondilly, Wingecarribee Shire, Goulburn Mulwaree, Upper Lachlan, Yass Valley, Hilltops Councils and Queanbeyan-Palerang Regional Council.

Southern Tablelands Arts facilitates the development of arts and cultural projects and initiatives across the STA region, contributing to a rich cultural landscape and increasing participation in arts and cultural activities. It plays a vital role in building cultural community capacity through advice and advocacy, capacity building and with the forging of key partnerships and networks throughout the region.

#### Our Five Governing Pillars

1. Maintaining a vigilant awareness of the global environmental emergency to bring into everyday practice ways to build environmental sustainability into every executive decision, every interaction with stakeholders, communities, and creatives.
2. Building capacity among cultural sector practitioners and organisations for professional and volunteer-led arts organisations towards their own sustainability, the delivery of quality artistic programming, audience development and financial sustainability.
3. Maintaining emphasis on supporting key projects and partnerships between community stakeholders in the delivery of strategic programs.
4. Reviewing and implementing robust governance practices based on continuous improvement.
5. Emphasis on activities that provide greater opportunities to generate revenue.

#### Guiding Values

- A commitment to fundamental human rights and social justice

- Recognition that communities are dynamic and unique.
- Acknowledgement of First Nations peoples of our regions and their continuing custodianship of country.
- Appreciation and celebration of diversity
- Participation and partnership
- Access and equity
- The past and present are acknowledged in moving to the future.
- Creativity, originality, and relevance

### **Desirable Qualities of Gallery Attendant**

The Gallery Attendant (GA) is a person who is keen to be part of a small, dynamic, not-for-profit arts organisation based in the Southern Tablelands and Highlands. The successful candidate will be an energetic and enthusiastic arts professional with administration skills. The GA is a mature, reliable individual, who can work unsupervised, with excellent interpersonal skills, time management skills and a passion for the arts.

### **Key Responsibilities:**

- Open **Connect@Gunning** Station when exhibitions are held.
- Attend the gallery spaces, and ensure the gallery is set up as per exhibition instructions.
- Greet and communicate with general public, artists, and gallery visitors.
- Supervise the exhibition spaces during the day as visitors attend.
- Guide people through Connect@Gunning Station and assist where needed in wayfinding throughout the Station.
- Follow the Rules of Use for **Connect@Gunning** Station and explain these Rules to visitors as required to encourage compliance with the rules and safe behaviors at the Station.
- Manage sales of exhibition.
- Maintain the physical presentation of the gallery space.
- Support the curatorial process and installation of exhibitions.
- Assist at **Connect@Gunning** events, exhibition openings and evening/weekend exhibitions.
- Safely and securely close at closing time.
- Administrative duties.
- General assistance as required.

### **Key Competencies / Selection Criteria**

- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Excellent customer service skills.
- Ability to work well with volunteers
- Retail and/or transaction experience desired (including familiarity with the Square payment system)
- Proactive, energetic, enthusiastic, and well presented.
- Dedicated to the role and team, and clearly communicate prior to shift if unfit to work.
- Hold a current Australian driver's license.
- Be eligible to receive an NSW Working with Children Check
- Available to work on weekends
- **Have a passion for the arts.**