

POSITION DESCRIPTION		
Position Title: Gallery Technician	Classification: Band 2 Level 2 Grade 8	Position Number: BHCC-AGM-10
Group/Area: Corporate & Cultural Services	Reports to: Gallery and Museum Manager	Hours per week: 35
Our Organisation: Vision: Broken Hill is a vibrant, prosperous, and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Objective: The Culture and Heritage team unites Council with other stakeholders to deliver broad prospects for economic and cultural participation. The Gallery Technician will play a key role in the installation, maintenance, and handling of artworks and exhibitions within the gallery space. This position focuses on the physical aspects of exhibition preparation, including artwork installation, deinstallation, and ensuring the proper display of pieces in accordance with curatorial guidelines. The Technician will also be responsible for maintaining gallery equipment, assisting with lighting setups, and performing manual tasks that support the daily operations of the gallery. The ideal candidate will have a keen attention to detail, hands-on experience with gallery installations, and a commitment to ensuring the safe handling and presentation of art.		
Key Stakeholders: <ul style="list-style-type: none"> • General Manager • Director Corporate and Community • Gallery & Museum Manager • Gallery and Museum Staff • Other Council Departments • Community members and visitors 		
Special requirements: <ul style="list-style-type: none"> • Some out of hours work and travel may be required. • Must be available to work weekends, public holidays and school holidays if required. • Hours to be rostered over a 7-day period (Monday – Sunday) 		
Reporting Lines: <ul style="list-style-type: none"> • This position reports to the Gallery and Museum Manager. 		

- This position does not have any direct reports.

Duties and Responsibilities:

You will use your professional skills and experience to fulfil the following key responsibilities:

- Artwork Installation and Deinstallation in accordance with exhibition specifications and curatorial guidelines.
- Ensure that all works are displayed securely, properly aligned, and visually appealing.
- Work with the gallery team to develop and execute plans for artwork placement, ensuring a cohesive and engaging presentation.
- Regularly inspect and maintain the condition of exhibition spaces, including walls, floors, and display furniture.
- Ensure that gallery spaces are clean, well-organized, and free of hazards.
- Conduct routine checks on hardware and equipment used for displays (e.g., frames, pedestals, mounts) to ensure safety and functionality.
- Lighting Setup and Adjustments
- Set up and adjust lighting for exhibitions, ensuring proper illumination for each artwork and overall display.
- Manual Handling of Artwork and Materials
- Safely handle and transport artworks, crates, and other materials during installation, deinstallation, and storage.
- Ensure the safe and proper use of tools and equipment for the handling and installation of artworks.
- Provide physical labour for events, including moving heavy materials and assisting with exhibition components.
- Provide support for other gallery-related tasks as needed, such as assisting with openings, events, visitor services and in the shop.
- Undertake other duties within employee's skills, competency and training as required.

You will contribute to a strong customer and community engagement focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having the ability to promote these outcomes.
- Effective use of all media platforms including social media.
- Ensure all public documents are professional and ensure a positive corporate image.
- Maintain a cohesive working relationship with the Communications & Community Engagement Coordinator to ensure consistent messaging.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoints and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolving Customer Requests and enquires in a timely and customer-focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and cooperation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence, and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Position and Person Specifications

Essential

- Proven experience in the installation, deinstallation, and maintenance of artworks in a gallery or museum environment, including 2D, 3D, and multimedia works.
- Ability to identify and resolve technical or logistical problems quickly and effectively, ensuring minimal disruption to exhibition timelines.
- Comfortable with manual labour tasks, including lifting, moving heavy objects, and working at heights when necessary.

- Strong attention to detail in ensuring accurate installation and alignment of artworks, as well as maintaining the integrity and condition of artworks during handling.
- Technical knowledge of gallery equipment including hardware, and equipment used in exhibitions, such as hanging systems, mounts, pedestals, and display cases.
- Understanding of proper methods for safely handling and storing artworks to prevent damage.
- Working at Heights or ability to obtain
- Current Drivers licence.

Desirable

- Expertise in setting up and adjusting specialized lighting, including both LED and traditional gallery lighting, and experience with audio-visual equipment.
- Knowledge of art conservation techniques, including proper handling and care for fragile, sensitive, or valuable artworks.
- Familiarity with the installation of digital or multimedia artworks, including knowledge of technical equipment such as projectors, screens, or interactive displays.
- Responsible Service of Alcohol or ability to obtain.

Acceptance of Position Description

Agreed: General Manager	Signature:	Date:
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
Accepted: Employee Name	Signature:	Date:

