

## JOB DESCRIPTION FORM

<b>JOB TITLE</b> Registrar	<b>POSITION NUMBER</b> 10115	<b>CLASSIFICATION:</b> Level 6
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<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA 2022	<b>EMPLOYMENT TYPE</b> Permanent – Full-time
<b>DIRECTORATE</b> Art Gallery of Western Australia	<b>TEAM</b> Collections
<b>POSITION REPORTS TO</b> Manager   Curatorial Affairs – 10105	<b>POSITIONS REPORTING TO THIS POSITION</b> Assistant Registrar – 10127, 12157 Registration Assistant – 11288 Digital Asset Management Database Officer – 13579 Collections Database Officer – 14378 Copyright and Reproductions Officer – 16095 Collection Stores Assistant – 14527
<b>PURPOSE OF POSITION</b> To participate in the development of self-managed teams and promote and practice the Art Gallery of Western Australia's organisational values. To provide leadership to the Registration team and facilitate the development and implementation of the Gallery's policies, processes and procedures, as related to collection management, risk management, loans and exhibitions in an art museum context.	

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### CONTEXT

The Art Gallery develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display, and acquire historic and contemporary visual arts. Through our collections, programs, and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world.

The Art Gallery of WA is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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<p><b>STATEMENT OF DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Manages the operations of the Registration section, including planning, prioritising and scheduling the workload of the section and providing for performance management and training of staff.</li> <li>2. Develops and implements policy, procedures and programs that provide for the care and security of all works of art in the care of the Gallery and on loan to other organisations, and that meet international museum standards.</li> <li>3. Develops and implements strategies, goals and measures that contribute to the Gallery's national and international image in the management of a significant collection of visual arts.</li> <li>4. Monitors strategic art management programs that uphold best practice in collections care and exhibition delivery, ensuring participating staff have appropriate skills and experience.</li> <li>5. Monitors and reviews the Gallery's Disaster Preparedness and Response Plan, ensuring art museum standards are always met.</li> <li>6. Effectively meets the Gallery's and clients' contractual requirements.</li> <li>7. Develops and implements policies, procedures and programs that provide for effective tracking of all works of art in the care of the Gallery.</li> </ol>	<p><b>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</b></p> <p>Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</p> <p>Meet Work Health and Safety, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.</p> <p><b>SPECIAL CONDITIONS</b></p> <p>Current Criminal History Record Check: An acceptable current National Police Clearance Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.</p> <p>100 Point identification check</p> <p>'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.</p> <p>Complete induction procedure within one month from start date with AGWA.</p> <p>Complete Accountable and Ethical Decision Making within one of commencement.</p>
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<p>8. Plans and contributes to capital programs that provide for the future safe keeping of all works of art in the care of the Gallery.</p> <p>9. Other duties as required having regard for the skills, knowledge and abilities of the employee.</p>	
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Substantial and relevant experience in an art museum, with a record of achievement in completing major projects.</li> <li>2. Substantial knowledge of and ability to deliver internationally recognised art management programs and practices to the Gallery.</li> <li>3. Very good interpersonal skills, along with a level of personal awareness that enables the promotion and practice of the organisational values in a team based environment.</li> <li>4. Demonstrated ability to apply high level conceptual and analytical skills in a range of strategic business development, planning and management scenarios.</li> <li>5. Proven leadership and planning skills in a quality management context, demonstrating an ability to obtain commitment and achieve results through consultative practices.</li> <li>6. Ability to build and maintain strategic, value added relationships and establish networks on an international and national basis.</li> <li>7. Sound knowledge of database applications in a collection management environment.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Tertiary qualification in a relevant discipline.</li> <li>2. Knowledge of conservation principles in relation to the movement and handling of works of art.</li> <li>3. C Class Driver's licence.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <p>Internal</p> <ul style="list-style-type: none"> <li>• Curators</li> <li>• Exhibitions and Projects Manager</li> <li>• Conservators</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Artists, art museums and private lenders</li> </ul> <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Adopting work practices which support achievement in a dynamic environment.</li> <li>2. Project planning and management for cross team outcomes against tight timeframes, budgets and conflicting priorities.</li> </ol> <p><b>LOCATION Perth Cultural Centre</b></p>
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