

JOB DESCRIPTION FORM

JOB TITLE: Collections Framer / Mount Maker	POSITION NUMBER 10125	CLASSIFICATION: Level 4
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AWARD Public Service Award 1992 / PSGO CSA GA 2024	EMPLOYMENT TYPE Permanent, Full time
DIRECTORATE Public Service Award 1992 / PSGO CSA GA 2022	TEAM Collections and Exhibitions
POSITION REPORTS TO Manager Curatorial Affairs - 10105	POSITIONS REPORTING TO THIS POSITION NIL
PURPOSE OF POSITION To participate in the development of self-managed teams and promote and practice the Art Gallery of Western Australia's organisational values. To provide specialist framing, mount-cutting, and mount-making services to support the State Art Collection (SAC).	
CONTEXT The Art Gallery of Western Australia 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>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> Plans, maintains and utilises a standardised framing system for the exhibition of State Art Collection works on paper. Mats and frames works of art on paper and photographs in the State Art Collection using accepted conservation materials and procedures while maintaining the aesthetic standards established by the Gallery. Undertakes technical examinations and condition assessment of frame assemblies for paintings and works on paper; and negotiates and implements an annual schedule of treatment of frame assemblies as part of ongoing maintenance and display readiness of the State Art Collection. In consultation with artist, curatorial and conservation staff negotiates designs for and fabricates customised framing solutions for State Art Collection paintings, works on paper and photographs to a long-term preservation standard. In consultation with artist, curatorial and conservation staff negotiates designs for and fabricates bespoke display support mounts for three-dimensional State Art Collection works of art to museum standards. Contributes to the development and fabrication of complex storage support systems for the State Art Collection. Procures and maintains stocks of consumables and equipment relating to framing, mounting and complex storage systems; 	<p>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</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>Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.</p> <p>SPECIAL CONDITIONS</p> <p>Current Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.</p> <p>Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.</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. Complete Accountable and Ethical Decision Making within one month of commencement.</p>
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<p>and manages a sectional material and equipment budget and project budgets as required.</p> <ol style="list-style-type: none">8. Initiates, maintains and contributes to work of art records and archives using the Collection Management System (Vernon) and other record keeping protocols.9. Provides authoritative advice to colleagues, fellow professionals, other institutions and the community regarding aspects of framing, mounting and storage systems.10. Other duties as required having regard for the skills, knowledge and abilities of the employee.	
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<p>WORK RELATED CRITERIA (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Practical experience of framing and mounting of works of art within, or in association with, an art museum or library environment, and design and fabrication of bespoke mounts for three-dimensional works of art. 2. Excellent outcomes-focussed organisational skills and an ability to prioritise workloads and manage time efficiently to meet agreed timelines. 3. High-level attention to detail. 4. Proven high level of manual dexterity, including manual skills for object handling and experience in preparing works of art for display. Ability to handle valuable or delicate objects and hazardous materials with extreme care. 5. Experience using and maintaining appropriate tools used for preparing works of art for display and storage. 6. Ability to manage operational budgets and research and source materials. 7. Working knowledge of: <ul style="list-style-type: none"> - Word processing and IT packages - Collections Management Systems - Digital photography and image management 8. 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. <p>Desirable</p> <ol style="list-style-type: none"> 1. C Class Driver's licence 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Internal <ul style="list-style-type: none"> • Conservation staff • Curators • Registration staff 2. External <ul style="list-style-type: none"> • Artists • Materials suppliers <p>LOCATION Perth Cultural Centre</p>
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Manager Signature: *Date:*/...../..... *Employee Signature:* *Date:*/...../.....