

## JOB DESCRIPTION FORM

<b>JOB TITLE</b> Collections Photographer	<b>POSITION NUMBER</b> 10129	<b>CLASSIFICATION:</b> Level 4
<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA 2022	<b>EMPLOYMENT TYPE</b> Contract, part-time	
<b>DIRECTORATE</b> Art Gallery of Western Australia	<b>TEAM</b> Collections	
<b>POSITION REPORTS TO</b> Registrar	<b>POSITIONS REPORTING TO THIS POSITION</b> n/a	
<b>PURPOSE OF POSITION</b> To undertake photography, and supply digital image files, of works in the State Art Collection to support the Gallery's ongoing Collection digitisation requirements.		
<b>CONTEXT</b> 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 Australian 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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<b>STATEMENT OF DUTIES</b> <ol style="list-style-type: none"> <li>1. Undertake both routine and complex photography of two- and three-dimensional works of art in the State Art Collection for a range of purposes including documentation, online databases, publications and other Gallery programs.</li> <li>2. Service AGWA's ongoing Collection digitisation requirements including new acquisitions and outward loan photography</li> <li>3. Management and timely delivery of image files in DAMS compatible file formats (raw dng and high-res Tiff) for AGWA's print and online uses.</li> <li>4. Ensure image files and associated metadata is archived and preserved in line with best practice processes and standards and following AGWA's file-naming protocols.</li> <li>5. Maintain current knowledge of photographic equipment and technical developments relevant to art museum photography, including digital technology, format transfer and data management standards, and contribute to improving image management standards on an ongoing basis.</li> <li>6. Ensures safe working with works of art at all stages of the photographic process.</li> <li>7. Other duties as required having regard for the skills, knowledge and abilities of the employee.</li> </ol>	<b>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</b> <p>Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</p> <p>Meet Occupational Safety and Health, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.</p>
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### WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

#### Essential

1. Demonstrated and relevant experience photographing two- and three-dimensional works of art in an art museum environment, together with the ability to handle works of art in an appropriate and safe manner.
2. Sound practical experience in the use of a variety of professional photographic equipment to deliver high quality digital images of works of art for documentation purposes and for inclusion in printed and electronic publications.
3. Demonstrated and relevant experience of delivery of image files in raw dng and high-res Tiff, and current knowledge of image data management standards
4. Sound knowledge of database applications in a collection management environment.

#### Desirable

- Tertiary qualification in a relevant discipline.
- Knowledge of conservation principles in relation to the movement and handling of works of art.
- C Class Driver's licence.

### SPECIAL CONDITIONS

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. 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.

100 Point identification check

'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.

Complete induction procedure within 3 months from start date with AGWA.




Complete Accountable and Ethical Decision-Making Training within 6 months

The State owns IP rights created by its employees in the course of their employment, AGWA will provide appropriate recognition and public acknowledgement for IP contributions.



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<p><b>KEY CHALLENGES</b></p> <p>1. Adopting work practices which support achievement in a dynamic environment</p> <p><b>LOCATION</b>    Perth Cultural Centre</p>	<table border="1" style="margin-left: auto;"> <tr> <td>Cost Centre</td> <td>Account</td> <td>Fund</td> <td>Project</td> </tr> <tr> <td colspan="4"><b>Authorising Officer</b></td> </tr> <tr> <td colspan="3">  </td> <td> <b>Date</b>  21/5/25 </td> </tr> </table>	Cost Centre	Account	Fund	Project	<b>Authorising Officer</b>							<b>Date</b> 21/5/25
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**Manager Signature:** ..... **Date:** ...../...../.....

**Employee Signature:** ..... **Date:** ...../...../.....