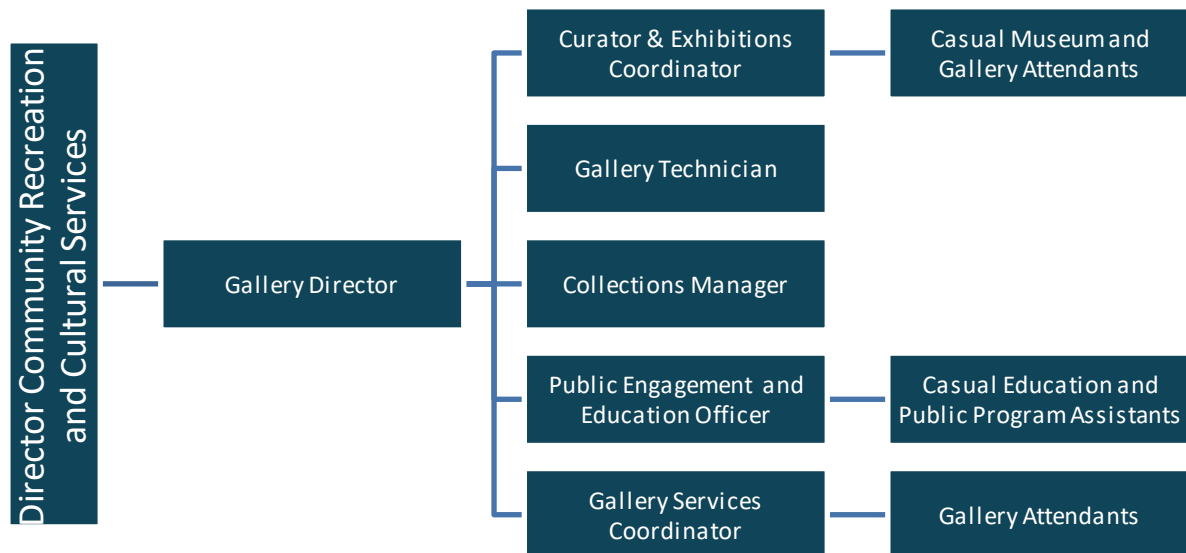


<b>Position Title:</b>	Gallery and Museum Attendant
<b>Position Number:</b>	Various
<b>Division:</b>	Community, Recreation and Cultural Services
<b>Section:</b>	Cultural Services
<b>Grade:</b>	2
<b>Delegations:</b>	Nil
<b>Hours FTE</b>	38

#### Primary Purpose of Position

- Assist with Orange Regional Gallery and Orange Regional Museum exhibition installations, deinstallations and collection-related projects
- Assist with general Gallery and Museum day to day operations including occasional events and front desk duties
- Provide high level customer service for the Gallery and Museum patrons as required

#### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Year 10 Certificate or higher
- Current Class C Driver's Licence

### Skills and Experience

- An interest in, and knowledge of, the visual arts and/or social history
- Basic knowledge of art materials and object handling
- Ability to use a variety of power tools and work at medium heights using ladders
- Working knowledge of audio visual equipment including installation and operational requirements
- Ability to perform physical tasks including lifting and moving heavy items, in accordance with safe manual handling practices
- Demonstrated ability to work as part of a team and without direct supervision
- Attention to detail and ability to follow instructions
- Proven administrative skills
- Verbal and written communication skills including the capacity to interact effectively with all levels of staff and the public
- Ability to work flexible hours, mostly on week days and some weekends
- Sound understanding of and commitment to Work Health Safety
- Demonstrated ability to model Council's key values and desired behaviours

### *Desirable:*

- Experience operating scissor lift (EWP)
- Current RSA or ability to obtain
- Previous work experience in retail or a customer service environment
- Working knowledge of audio visual equipment including installation and operational requirements

## Key Accountabilities/Duties

- Assist the Collection Manager with collection requirements including object transport, storage and handling and assisting with deliveries
- Assist Curators and Exhibition Coordinators with exhibition and installation requirements
- Follow policy and procedure in maintaining the security and safety of all collection works and objects.
- Clean and maintain Gallery and Museum back-of-house workshop and loading docks as required
- Assist with front desk/reception duties as required
- Assist visitors with enquiries related to the Gallery and Museum programs and collections and provide information about facilities
- Undertake administration duties as required
- Be available to work at special events and on weekends when required
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available <a href="#">here</a> . The focus capabilities for this position are:	
Personal Attributes	<b>Manage Self - Foundational "Does it"</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> <li>• Checks understanding of own role within the team</li> <li>• Proactively seeks instruction and guidance</li> <li>• Approaches work tasks with energy and enthusiasm</li> <li>• Stays up to date with knowledge, training and accreditation in relevant skills areas</li> <li>• Is willing to learn and apply new skills</li> <li>• Learns from mistakes and the feedback of others</li> </ul>
Relationships	<b>Customer Focus - Foundational "Does it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> </ul>
Relationships	<b>Communicate and Engage - Foundational "Does it"</b> <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> <ul style="list-style-type: none"> <li>• Speaks at an appropriate pace and volume</li> <li>• Uses appropriate body language and facial expressions</li> <li>• Explains things clearly</li> <li>• Allows others time to speak</li> <li>• Shows sensitivity to cultural, religious and other individual differences when interacting with others</li> </ul>
	<b>Team Work - Foundational "Does it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
Results	<b>Plan and Prioritise - Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
Technical	<b>Plan and Prioritise - Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.

- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	

*Human Resources Only: This position's ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay*