

Gallery Officer

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Gallery Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 3

Position Purpose

Support the day to day operations of a gallery to deliver positive visitor experiences.

Key Responsibilities and Outcomes

As a Gallery Officer you will:

- Assist with overseeing routine gallery operations that deliver an exhibition program and delivers centrally and locally developed public programs.
- Assist with the development, promotion and delivery of public programs and events that increase and diversify visitation.
- Provide positive visitor experiences by ensuring welcoming and engaging gallery spaces.
- Oversee gallery team members' delivery of routine work tasks and assist in the development of their skills and experience.
- Actively contribute to a high performing and positive team environment within the Galleries Branch and the broader Cultural Services Department.
- Support the preparation of venue performance reporting and the development and review of gallery processes and procedures.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a Team Member you will take individual accountability for demonstrating the values expectations and behaviours.

Our values:
guiding how we
work and shaping
our future.



Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Sound experience and knowledge in the operations of a visitor-focused cultural facility. • Solid experience in overseeing staff to deliver high quality visitor experiences and day to day administrative tasks. • Sound experience and knowledge in the development and delivery of public programs. • Well-developed interpersonal and time management skills, with a focus on the provision of exceptional visitor experience. • Sound experience collating data and preparing reports.

Qualifications
• Current Confirmed Suitability for Child Related Employment from the Queensland Commission of Children and Young People (Working with Children Check). • Current C class drivers' licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.