

POSITION DESCRIPTION

Position Title:	Exhibitions Officer
Position Number:	7243.1
Group:	Corporate and Community Services
Business Unit:	Community Experience and Events
Service Unit:	Arts and Culture
Reports To:	Coordinator Arts and Culture (Gallery Director)
Grade:	12
Hours Of Work:	28 hours per week
Last Date Of Review:	May 2026
Last Date Of Evaluation:	May 2026

Role Function Summary

The Exhibitions Officer works closely with the Coordinator Arts and Culture (Gallery Director) to develop, promote and deliver an innovative and high-quality art program for the Singleton Arts and Cultural Centre. The role is responsible for coordinating and delivering exhibitions, supporting the development of curatorial content and public programs to a high professional standard. The position works collaboratively with SACC staff, volunteers, artists and community partners to support dynamic programming, strong engagement outcomes and positive visitor experiences.

Key Responsibilities (Major and Essential Job Functions)

The major responsibilities of the position, including the expected outcomes are as follows:

- Supports the Coordinator Arts and Culture (Gallery Director) to plan, develop and deliver an innovative and high-quality annual exhibitions and arts program.
- Assists in curatorial research, development of exhibition concepts, selection of artworks and prepares interpretive content such as wall texts, labels and catalogues.
- Coordinate artist and curator engagement, artwork loans, touring exhibition arrangements and exhibition logistics.
- Work closely with SACC staff and volunteers to assist with installation, visitor engagement, operations support and public program delivery.
- Collaborate with artists, curators, community groups and creative partners to support exhibition development and project outcomes.
- Manage the installation and deinstallation of exhibitions including contractor coordination, scheduling and compliance with safety standards.
- Support the development and delivery of public programs, education activities, workshops and events linked to exhibitions.

- Assist with the promotion of exhibitions and programs by preparing content for marketing and communications.
- Prepare risk assessments, project documentation, reports, grant material and required administrative tasks.
- Support the management of exhibition budgets, tracking of expenditure and support the delivery of grant funded initiatives.
- Maintain positive working relationships and contribute to a collaborative workplace culture that supports excellence in service delivery.
- Works in alignment with other Council departments to meet requirements for operations, risk management, accessibility and compliance.
- Volunteer supervision and management when required

This position description is not an exhaustive list of duties. Employees may be required to undertake other projects, tasks or activities as required, within their skills, competence and training. Singleton Council reserves the right to amend or update this position description as operational needs change.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Our Purpose	To "create community"
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable • We know what we do, and do what we say Connected • We work together to create community Integrity • We do the right thing Care • We are people who care Adaptable • We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:

- Manager Community Experience and Events
- Coordinator Arts and Culture (Gallery Director)
- Communications and Events teams
- Visitor Information Centre staff
- Capital Works and Infrastructure Services staff
- Council staff

External Relationships:

- Artists and curators
- Galleries and museums
- Community organisations
- Contractors and suppliers
- Government agencies and funding bodies
- General public and visitors

Direct Reports: Nil

Indirect Reports: Volunteers, Artists and Contractors

Specifications and Technical Skills:

Essential Criteria

- Degree level qualification in visual arts, art history, museum studies or a related field, or significant demonstrated experience working in a public gallery or museum.
- Demonstrated experience in curatorial research, exhibition planning and exhibition delivery.
- High level written and verbal communication skills including the preparation of interpretive materials and reports.
- Proven administrative skills and the ability to manage multiple tasks and competing deadlines.
- Strong stakeholder engagement and negotiation skills.
- Demonstrated ability to work both independently and collaboratively within a small team environment.
- Experience applying risk management principles in gallery or exhibition contexts.
- Strong organisational, time management and problem solving abilities.

Desirable Criteria

- Experience delivering public programs, workshops or educational activities.
- Understanding of copyright, loan agreements and cultural protocols relating to exhibitions.
- Knowledge of contemporary Australian art, regional galleries and sector networks.
- Experience with grant writing, reporting and project delivery.
- Experience with digital documentation such as photography or videography.

Licences and Checks

- Current NSW Drivers Licence
- Current Working with Children Check
- Working at Heights Certificate
- Police Check

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓				✓						
Walking		✓						✓				
Standing		✓						✓				
Bending		✓	✓		✓							
Squatting			✓		✓							
Climbing			✓		✓							
Kneeling			✓		✓							
Twisting				✓	✓							
Lifting			✓		✓							
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen	✓	Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: Exhibitions Officer

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Degree qualification in visual arts, art history, museum studies or related discipline, or equivalent industry experience	1					
Demonstrated experience working within a gallery, museum, cultural institution or arts environment	1					
Demonstrated written and verbal communication skills, including preparation of exhibition content and correspondence	1					
Demonstrated administrative skills and ability to maintain accurate records and documentation	1					
Demonstrated ability to work collaboratively within a team environment and contribute to positive workplace culture	1					
Ability to coordinate multiple tasks and manage competing priorities and deadlines	2					
Demonstrated ability to undertake research and analyse information to support exhibition development and programming	2					
Demonstrated ability to build and maintain positive relationships with artists, curators, volunteers and stakeholders	2					
Demonstrated ability to resolve issues, negotiate outcomes and exercise sound judgement	2					
Demonstrated experience preparing project documentation, reports, acquittals or grant support material	2					
Demonstrated experience in exhibition planning and design, projects or related public programs from planning through to delivery	3					
Demonstrated application of risk management principles, workplace safety requirements and compliance obligations	3					
Demonstrated collaboration through arts sector, community or industry networks to achieve project outcomes	3					
Demonstrated knowledge of contemporary Australian art, regional gallery practice and current sector trends	3					
Demonstrated ability to coordinate exhibition installation and deinstallation activities, including contractors and logistics	3					
Demonstrated ability to support exhibition budgets, monitor expenditure and contribute to effective financial management	4					
Demonstrated experience securing, managing or reporting on grants, sponsorships or externally funded projects	4					
Demonstrated ability to develop and deliver high-quality exhibitions, related public programs and audience engagement	4					

Skills Progression and Assessment Record:

initiatives that achieve strategic outcomes						
Demonstrated advanced stakeholder engagement skills resulting in successful partnerships and collaborative project delivery	4					
Proven ability to contribute to delivery of actions and objectives identified within the Singleton Arts and Culture Strategy and related Council plans	4					

Skills Review Year (eg 2026): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				