



PUBLIC GALLERIES ASSOCIATION OF VICTORIA

Position Description – Professional Development Officer

Part-time (0.4 FTE), 15hrs per week

Contract: 12 months

Salary: \$55,000 per annum, pro rata (\$28.21 per hour)

Superannuation: employer contribution of 9.50%

About the PGAV

The Public Galleries Association of Victoria (PGAV) is the peak body representing public galleries in Victoria. We deliver programs which provide support and professional development to our members, we advocate on their behalf and we promote the sector to key stakeholders and audiences. The work we do is aimed at strengthening and building the capacity of public galleries in Victoria to deliver inspiring visual arts experiences which deliver valuable social, cultural and economic returns to their communities.

Role

The PGAV is seeking a Professional Development Officer to develop and implement a professional development program, networking events and resources which build the capacity of the public gallery sector across Victoria. The programs, events and resources will be targeted at our members, supporter members, the visual arts sector and beyond.

Location

Public Galleries Association of Victoria Offices,
The Ian Potter Centre: NGV Australia,
Federation Square, Melbourne.

Reporting

The position reports to the Executive Officer.

Position Scope

The Professional Development Officer will work under the general direction of the Executive Officer and is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met. The incumbent needs to exercise sound judgement in managing competing priorities and making decisions for the programs, events and resources they are responsible for delivering. The position involves liaison with a range of external stakeholders including PGAV members, the higher education & training sectors, the visual arts sector as well as the general public. The incumbent requires sound

knowledge and understanding of delivering programs and events on time and within budget. A creative and resourceful approach to work is expected.

Key Duties

- Develop and implement a professional development program which is relevant and builds the capacity of the public gallery sector in Victoria.
- Source, tailor or develop training programs, e-learning and materials that:
 - Meet the current and future needs of the PGAV's market segments; and
 - Include an appropriate mix of delivery and learning modes.
- Build relationships and appropriate partnerships with suitable training providers and individuals.
- Coordinate and assess training partners to ensure quality of content and delivery of programs.
- Develop and publish an annual professional development program and events program, with the support of the PGAV Communications Officer.
- Liaise with the PGAV Communications Officer to ensure all funder, sponsor and donor support is appropriately acknowledged in all communications materials and distribution channels.
- Manage the running of the professional development program, networking events and other relevant activities as required.
- Ensure the professional development program is delivered within budget and meets income generation KPIs, in consultation with the Executive Officer.
- Undertake post-event evaluation surveys and feedback to ensure the professional development programs responds to the needs of the PGAV's market segments. Liaise with the Communications Officer to ensure all funder, sponsor and donor support is appropriately acknowledged in all communications materials and distribution channels;
- Provide reports and contribute to the PGAV Board Income Development Working Committee.
- Work with PGAV staff to:
 - Undertake member consultation & research to better understand emerging issues and ensure the professional development program meets future the training and development requirements of the public gallery sector.
 - Review the evaluation and feedback processes to ensure they meet our funding agreements.
 - Review the PGAV Communications Strategy to ensure the professional development program is promoted to the PGAV's market segments and income generation KPIs are met.
 - Opportunities for sponsors and other commercial partners.
- Other related duties as directed by the Executive Officer.

Key Selection Criteria

- **ESSENTIAL**
 - A successful track record in developing, sourcing and coordinating professional development, networking and other relevant events
 - Well-developed written and interpersonal communication skills and the ability to develop strong relationships with external stakeholders.

- Excellent organisational and time management skills, including the ability to prioritise often competing tasks and use initiative to identify new opportunities for the organisation.
- A demonstrated ability to meet deadlines whilst contributing to a team environment.

- **DESIRABLE**
- Demonstrated understanding of the public gallery and/or visual arts sector.
- Strong networks within the higher education and training sectors.

How to apply

If you require any further information regarding this position, please contact **Anne Robertson, Executive Officer, PGAV on (03) 8662 1585 from Monday - Thursday.**

Applications addressing the selection criteria must be received by email before 5pm, Monday 28 August 2017.

Applications are to be addressed and emailed to:

Anne Robertson, Executive Officer
Public Galleries Association of Victoria (PGAV)
anne.robertson@pgav.ngv.vic.gov.au