**JOB DESCRIPTION**

**Job Title:** Display Coordinator

**Terms:** Full-time, 3 year contract

**Package:** $90,000 salary pa + 10% super

**Location:** Museum and Art Gallery of the Northern Territory, Darwin

**Responsible to:** Exhibitions Manager

**Closing date:** 13 December 2021

**How to apply:** For applications to be considered you must:

1. Provide a statement addressing the Selection Criteria below (no more than two A4 pages);
2. Provide a copy of your CV including three referee contacts (referees will not be contacted without prior consent); and
3. Submit applications via email to careers@magnt.net.au by the closing date.

The Museum and Art Gallery of the Northern Territory (MAGNT) is the Northern Territory’s premier cultural and scientific institution. It offers a dynamic and diverse arts, science and cultural program to more than 300,000 visitors each year.

We are a museum and gallery known for our collections and expertise in Aboriginal cultures, natural sciences, histories and arts across Northern and Central Australia and our neighbours to the north.

We connect people to the stories of the Northern Territory. Our collection drives curiosity, exploration and partnerships. Our physical spaces are destinations loved by locals and a must-see for Territory visitors. Our digital connectivity expands the reach of our collection. Our guests tell their friends about their distinctive Territorian experience.

MAGNT has seven venues: MAGNT Darwin, the Defence of Darwin Experience, Fannie Bay Gaol, Lyons Cottage, the Museum of Central Australia (incorporating the Strehlow Research Centre), Megafauna Central and the Alcoota fossil site. A new Art Gallery opening in Darwin’s CBD in 2024/25 will add an eighth MAGNT site.

# Primary Objective

This role is a key member of the Exhibitions Team which is responsible for developing, project managing, delivering and maintaining MAGNT’s in house and incoming touring exhibition program. Reporting to the Exhibitions Manager, the Display Coordinator will provide professional services in the development, preparation and installation of permanent and temporary exhibitions, with a focus on building, mount making, installation and de-installation. The Display Coordinator liaises with a range of internal and external stakeholders including display technicians, designers, conservators, collection managers, curators and external contractors. This position will play a key role in the preparation for the State Square Art Gallery.

# Key Responsibilities

1. Liaise with internal and external stakeholders including artists, designers, conservators, collection managers, curators, display technicians and external contractors on matters directly related to the MAGNT exhibition program including exhibition development, design, production, installation and de-installation.
2. Provide professional services regarding the production and installation of exhibitions including exhibition space preparation, 3D furniture construction, painting, mount-making and 2D hanging.
3. In collaboration with other MAGNT staff assist with the implementation of safe storage for improving the management of collection material and storage facilities.
4. Undertake carpentry and joinery, metal and plastics fabrication work as required.
5. Prepare detailed costs and estimates of work and advise on material use, availability and feasibility as it relates to design.
6. Oversee the day-to-day running and operation of the MAGNT Workshop including the completion of work requests including maintenance and repair work required for permanent exhibitions.
7. Contribute to the development of risk assessments and risk management activities for exhibition projects to ensure WHS system compliance.
8. Provide expert knowledge to ensure a safe exhibition environment for staff, visitors and stakeholders in MAGNT’s galleries and spaces.
9. Supervise external contractors for exhibition maintenance, installations and de-installations including monitoring and reporting on performance.
10. Assist with specialised packing and handling of Collection material for transport.
11. Prepare working drawings and have the ability to read and interpret from plans.

# Selection Criteria

**Essential**

1. Trade Certificate in Carpentry and Joinery or equivalent in a relevant discipline or at least three years equivalent experience.
2. Understanding of the museum or art gallery environment and the associated handling and display of cultural, scientific and/or historical collection material with experience in construction and creative fabrication of 3D displays.
3. Experience in designing and fabricating supports and mounts for objects of cultural, scientific and/or historical significance and a high level and wide range of manual skills including workshop familiarity, painting, woodwork/carpentry, metalwork and/or plastics technology
4. Demonstrated ability to work effectively in a multi-disciplinary team environment, with strong organisational skills, able to self-manage workloads across concurrent projects and able to prioritise and complete tasks within scheduled timeframes.
5. Proven well developed ability to communicate and negotiate effectively across a broad range of stakeholders including internal staff and contractors.
6. Sound computer skills with an understanding of Microsoft Office Suite and ability to read and interpret plans and working drawings and to cost construction work.
7. A sound understanding and knowledge of Work Health Safety (WHS) practises to ensure WHS system compliance.
8. Understanding and appreciation of cultural diversity.

**Desirable**

1. At least three years’ experience in the commercial industrial building trade.
2. A license to operate a forklift.
3. Trade certificate in Engineering – Fabrication or experience in welding
4. Experience in a picture framing studio.
5. Experience using static and portable machines in a workshop.

# Additional:

* Some weekend and out of hours’ work may be required.
* This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.
* MAGNT is an Equal Opportunity Employer and values diversity in the workplace. Aboriginal and Torres Strait Island applicants are encouraged to apply.
* MAGNT promotes flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.
* Applicants must have full Australian work rights.
* A valid Australian Drivers licence is required.
* An NT Working with Children (Ochre) card is a requirement of the position.
* Current Australian National Police Check is required prior to commencing the position.

# Further Information

* From 13 November 2021 all MAGNT employees subject to the Chief Health Officer Directions No.55 of 2021 are required to provide evidence of at least one dose of an approved COVID-19 vaccination and evidence of two doses completed by 24 December 2021 except in circumstances where there is a medical exemption.
* For further information please visit our website at [magnt.net.au/careers](http://www.magnt.net.au/) or,
* Contact the Exhibition Manager, Wendy Wood on (08) 8999 8145 or wendy.wood@magnt.net.au