

Gallery Leader

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Galleries Coordinator	Direct Reports	Yes
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 4

Position Purpose

Oversee the day to day operations of a gallery in providing exhibitions and programs to achieve positive visitor experiences.

Key Responsibilities and Outcomes

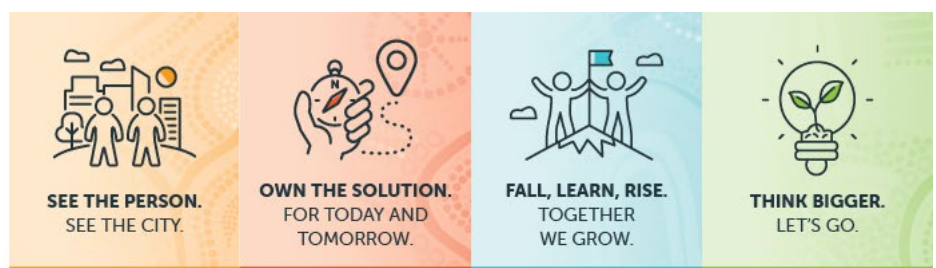
As a Gallery Leader and member of the Cultural Services you will:

- Supervise the operations of a gallery that presents a continual exhibition program and delivers centrally and locally developed public programs to a diverse audience base.
- Manage team members on a day to day basis, including the preparation of rosters.
- Present the gallery as a welcoming and engaging space and identify and action any general facility maintenance matters.
- Develop and manage relationships with local community stakeholders to inform gallery exhibitions and programs.
- Prepare a range of venue performance reporting and statistics.

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 Leader of People you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

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



Decision Making	
<i>Budget</i>	\$5,000
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Strong experience and knowledge in the operations of a visitor-focussed cultural facility. • Strong experience in building productive relationships with internal stakeholders and local communities. • Strong experience and knowledge in the delivery of public programs. • Well-developed experience in the development of individual and team capabilities that contribute to fostering a healthy, inclusive and well-connected workplace. • Strong experience in identifying and actioning required facility maintenance. • Sound experience in day to day administrative and financial management. • Sound knowledge and understanding of the political and organisational environment within a Local Government context.

Qualifications
• Current C class driver's 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.