

POSITION DESCRIPTION

The Position:	Special Exhibitions Registrar
Reports to:	Assistant Director, Curatorial
Division, Work Unit:	Cultural Programming
Term:	This position is 0.8 EFT (4 days per week) ongoing
Salary range:	\$80,000 – \$90,000 (EA Level 3B, pro-rated + statutory Superannuation 12%)
Location:	55 Little Malop Street, Geelong VIC 3220
Start Date:	To be negotiated. As an integral role it is important that the successful candidate commences as soon as practicable.
1. Our Purpose:	Geelong Gallery's purpose is to provide an inclusive experience of art that will enrich people's lives.
2. Primary focus of the position:	<p>The primary focus of this position is to:</p> <ul style="list-style-type: none"> manage the registration procedures and relevant practical and logistical aspects related to incoming and outgoing works for exhibitions from national and international institutions and private collections, including touring exhibitions initiated by the Gallery, and incoming national and international touring exhibitions. ensure the safe transport, receipt and handling of works of art in the Gallery's care including works on loan for exhibition (14-16 temporary exhibitions per year, including two major ticketed 'destination' exhibitions, across 7 exhibition galleries). <p>The Special Exhibitions Registrar role is critical to the continual enhancement of the Gallery's business model and meeting the Gallery's ambition to deliver destination drawcard exhibitions, and all special Geelong Gallery exhibitions.</p> <p>This role reports directly to the Assistant Director, Curatorial, and forms part of the Cultural Programming team under the Assistant Director, Curatorial's management. There will also be direct liaison with the role of Exhibitions Manager and curatorial team. The Special Exhibitions Registrar role is a multitasking one operating in a flexible and collaborative team environment.</p>
3. Key responsibilities:	<ol style="list-style-type: none"> Manage the loan of works for temporary exhibitions from national and international institutions and private collections including coordinating loan request documentation, and meeting the Gallery's and lending institutions' museological, legal, and ethical best practice requirements. Create and maintain an accurate database and other appropriate records to international museum standards for the management of works of art in the temporary custody of the Gallery. Prepare detailed documentation relating to incoming and outgoing loans for exhibition (including cataloguing of works from private collections) and monitor display periods (in consultation with the Exhibitions Manager) for works on loan for exhibition.

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	<ol style="list-style-type: none"> 4. Working closely with the Exhibitions Manager, assume responsibility for all registration components of exhibitions including: the preparation and reporting of crating and transport budgets; the timely scheduling of arrival and departure of works for exhibition; condition reporting and oversight of installation for inward loans; and liaising with loan couriers as required. 5. Liaise with national and international institutional representatives in the supply of Standard Facilities Report and environmental records. 6. Coordinate and oversee the secure receipt, condition reporting, dispatch, insurance, and transport arrangements for consignments of works of art for destination drawcard exhibitions, and all special Geelong Gallery exhibitions, to international museum standards. 7. Manage the Gallery's applications to the Indemnification for the Arts Scheme for temporary exhibitions and maintain accurate insurance schedules for all works on loan to the Gallery for exhibition. 8. In collaboration with the Building and Spaces Coordinator, monitor environmental conditions in all exhibition galleries and crate store, ensure accuracy, maintenance, and technological updating of environmental recording devices for information required by internal and external parties. 9. Contribute to the development and implementation of operational policies including Registration related policies and procedures, and Disaster Preparedness Policy. 10. Contribute to the establishment and maintenance of the Gallery's Known Consignor Scheme and PCOL Scheme.
4. Professional practice:	<ol style="list-style-type: none"> 1. Contribute to and support the Geelong Gallery mission and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors, and stakeholders). 2. Participate in Geelong Gallery's corporate life including attendance at and assistance with openings, stakeholder events and other after-hours programs as required. 3. On occasion perform other duties or undertake special projects in addition to the above key responsibilities as deemed appropriate.
5. Key selection criteria:	<p>The successful candidate must possess the following attributes to perform well in this role:</p> <ol style="list-style-type: none"> 1. Demonstrated experience in the development and implementation of current registration practices and policies for a wide range of art works and exhibition contexts, with a sound knowledge of Australian and international requirements for the movement of cultural objects. 2. Demonstrable significant experience in the handling, care, and condition reporting of a materially disparate range of art works to museum standards. 3. Demonstrated experience in detailed and comprehensive registration procedures for exhibitions. 4. Sound knowledge of the functions and roles of a major art museum, gained from practical experience within a museum environment. 5. General understanding and knowledge of historical and contemporary art in Australia and internationally.

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	<ol style="list-style-type: none"> 6. Demonstrated ability to prepare and contribute to internal reports, and professional articles, papers, catalogues, and newsletters (as required). 7. Demonstrable capacity to balance independence, initiative, and teamwork according to the tasks at hand. 8. Well-developed computer literacy skills including the ability to competently operate museum specific database system KEMU. 9. Proven capacity to apply highly developed interpersonal and stakeholder management skills to pressured environments and time-critical projects.
6. Other relevant skills, knowledge & experience:	<p>The successful candidate should also have:</p> <ol style="list-style-type: none"> 1. Genuine interest in and understanding of the arts industry. 2. Current knowledge of national and international standards and practices in museum registration and manual handling, including Known Consignor and PCOL Schemes. 3. Active engagement with the Gallery sector and strong professional affiliations specific to Registration. 4. Disaster Preparedness and fire warden qualifications desirable.
7. Other relevant information:	<ul style="list-style-type: none"> • The successful candidate will be subject to a six-month probationary period. • Office hours are 9.00am to 5.30pm Monday to Friday with weekend and after-hours work when required. Geelong Gallery offers flexible working hours and working from home arrangements if and when appropriate. • The successful applicant must have a current Working with Children certificate. • The successful applicant will be required to undergo security clearances performed by the Victorian Police Records Check. • Geelong Gallery is an Equal Opportunity Employer and operates a drugs and smoke- free work environment.
8. About the role statement:	<p>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.</p>

Applications should include a current resumé, and a covering letter addressing the Key Responsibilities and additional paragraphs addressing the Selection Criteria of the Position Description.

Applications should be submitted by 11:59pm Tuesday 4 November 2025

Lisa Sullivan
Assistant Director, Curatorial
Geelong Gallery
55 Little Malop Street
Geelong VIC 3220

Confidential telephone conversations to discuss this role can be arranged with the Assistant Director, Curatorial, Lisa Sullivan lisa@geelonggallery.org.au