



POSITION DESCRIPTION

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| The Position: | Casual Minute Taker |
| Reports to: | Director & CEO and works closely with the Deputy Director—Commercial Operations & Development |
| Division, Work Unit: | Commercial Operations |
| Salary band | 2A: \$31.54 per hour with approximately 4-6 hours per month |
| Location: | 55 Little Malop Street, Geelong VIC 3220 |
| 1. Gallery purpose: | <p>Geelong Gallery's purpose is to provide an inclusive experience of art that will enrich people's lives.</p> <p>Geelong Gallery is impactful through four strategic pillars that:</p> <ol style="list-style-type: none"> 1. deliver artistic and cultural advancement for the community thus making Geelong a more liveable City; 2. bring economic benefit to the region through tourism arising from its exhibitions and events; 3. connect and empower people by promoting equity, diversity, inclusion, access and lifelong learning; 4. focus on the future major expansion of the Gallery to provide greater access to its collections and exhibitions in order to significantly enhance its contribution to local, state and national culture. |
| 2. Primary focus of the position: | Working with the Director & CEO, Deputy Director—Commercial Operations and Development, and the Geelong Gallery Board, the Minute Taker is responsible for taking accurate, concise and impartial notes for Geelong Gallery Board meetings, and relevant subcommittee meetings, preparing meeting minutes, and returning completed minutes in a timely manner as determined by the Geelong Gallery Board and Director. |
| 3. Key Relationships | <ul style="list-style-type: none"> • Senior Management team • Geelong Gallery Board |
| 4. Key Responsibilities | <ul style="list-style-type: none"> • Attend all required Board meetings, approximately 15-20 per annum. • Take accurate and concise meeting minutes • Maintain confidentiality |

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| <p>5. Key Selection Criteria:</p> | <p>Essential experience</p> <ul style="list-style-type: none"> • Similar experience as a minute taker, or in a secretarial or administrative role. • Excellent typing abilities • Knowledge of shorthand • Advanced knowledge of MS Office, including Word • Strong interpersonal, communication and presentation skills <p>Essential competencies</p> <ul style="list-style-type: none"> • A professional communication style • Time management skills and ability to work to deadlines |
| <p>6. Other relevant skills, knowledge & experience:</p> | <p>The successful candidate should also have:</p> <ol style="list-style-type: none"> 1. An appreciation for cultural diversity and an ability to work with people from diverse backgrounds 2. Work outside of normal hours common practice for Board meetings |
| <p>7. Other relevant information:</p> | <ul style="list-style-type: none"> • The successful candidate will be subject to a six-month probationary period. • The successful candidate must be available for approximately 15-20 meetings per annum (1-2 hours each meeting). • The successful applicant will be required to undergo a National Police Clearance and provide a Working with children certificate • Geelong Gallery is an Equal Opportunity Employer and operates a smoke-free work environment. • Applicants from culturally diverse and First Nations backgrounds are strongly encouraged to apply. • Geelong Gallery is a welcoming workplace and encourages people with disabilities to apply. If you think you could be a good addition to our team, we'd love to receive your application. |
| <p>8. About the role statement:</p> | <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 open: Friday 11 November, 10.00am
Closing date: Sunday 4 December, 5.00pm

Applications should include a covering letter addressing the Key Responsibilities and overall Key Selection Criteria of the Position Description.

Applications should be submitted to the attention of Penny Whitehead, Deputy Director—Commercial Operations & Development employment@geelonggallery.org.au or Human Resources Att: Penny Whitehead Geelong Gallery 55 Little Malop Street Geelong VIC 3220.

Confidential telephone conversations to discuss this role can be arranged with the Deputy Director.