

Information for applicants

Gallery Assistant

Are you passionate about art, customer service and artisan retail? NERAM is looking for a motivated and dynamic Gallery Assistant to join our team.

This position supports the running of the gallery including weekend visitor services, retail operations and provides support to exhibitions, functions and events.

Applications close: Friday 4th June

Hours of work: Part-Time role, 14 hours per fortnight working alternate weekends, plus event work as required.

APPLICATION FORMAT:

1. Covering letter

Provide a covering letter which introduces yourself and the reasons that you are interested in the position.

2. Response to Key Selection Criteria

Refer to the Position Description, which lists the essential and desirable selection criteria, explaining how you meet each one. Use the elements in the Position Description as a guide on what to include.

When addressing each criteria, provide specific details of your ability and experience including examples of actions and/or achievements that demonstrate how you are equipped to fulfil the role at NERAM.

Make comment on your qualifications and how they are relevant.

3. Resume/Curriculum Vitae

Provide a clear and concise resume with:

- Your contact details (full name, address, contact telephone number/s, email address)

- A summary of your work experience including where you have worked, positions held, period of employment and brief outline of role/duties performed.

4. Referees

Include contact details of two work-related referees who will provide comments on your suitability for the position (ensure your referees know that you are applying for this position).

Submitting application:

Mark your application PRIVATE & CONFIDENTIAL and address it to:

Ms Rachael Parsons
Director
New England Regional Art Museum
PO Box 508
ARMIDALE NSW 2350

Or email to director@neram.com.au

For further information about the role call Rachael Parsons on 02 6772 5255.

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New England Regional Art Museum (NERAM)

The New England Regional Art Museum is located in Armidale in the heart of the New England North West region of New South Wales. NERAM opened its doors in 1983 as a purpose built art gallery to house the Howard Hinton Collection of more than 1400 donated artworks. The Museum now has six gallery spaces, the Museum of Printing, an artist's studio and classroom, a museum shop, a café and art collections valued around \$40 million. The collections include significant works by Streeton, Roberts, Gruner, Preston, Whiteley, Gleeson, Tuckson and Christo to name just a few.

For further information on New England Regional Art Museum visit

<http://www.neram.com.au>