

# NATIONAL PORTRAIT GALLERY

## POSITION DESCRIPTION

| Position Details   |                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------|
| Title              | AV Technician - PN6098                                                                                     |
| Classification     | APS3<br>12 months non-ongoing contract<br>Part time, 0.6FTE                                                |
| Salary             | \$71,935 - \$77,635                                                                                        |
| Section            | Engagement & Experience                                                                                    |
| Security Clearance | National Police Check                                                                                      |
| Contact Officer    | Hector Cordova<br><a href="mailto:Hector.cordova@npg.gov.au">Hector.cordova@npg.gov.au</a><br>02 6102 7024 |

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

### About us

The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand.

The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities.

The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

### The position

The **AV Technician** supports the delivery of high-quality audiovisual content across the National Portrait Gallery. Working as part of the Engagement & Experience team, the role assists with capturing and producing digital content that supports education initiatives, marketing activities and AV for internal and external events.

Working closely with staff across the Gallery, the AV Technician provides practical production support for virtual programs and onsite events, assisting with the operation and maintenance of audiovisual equipment and contributes to building the Gallery's internal production capability.

**Please note, this is a 12-month fixed-term contract with the potential to become ongoing. Hours are part time, 0.6FTE.**

## **Specific Tasks**

1. Under limited direction, coordinate and deliver audiovisual technical support for virtual programs, video conferencing and live events, ensuring seamless delivery and user experience.
2. Proven ability to plan, capture, and deliver professional quality photography and videography for events, marketing campaigns, and corporate communications, ensuring content aligns with Gallery's brand standards and audience engagement goals.
3. Prepare audiovisual equipment for Gallery openings, artist talks, and private functions. These include cameras, lighting, audio and associated production gear, and undertake basic maintenance of equipment.
4. Meeting with presenters or event coordinators to understand production needs and ensuring all technical aspects align with their expectations.
5. Assist with the installation, operation, and maintenance of multimedia and audiovisual equipment for art exhibitions, gallery displays, and interactive installations, ensuring reliable performance and great visitor experience.

## **Selection Criteria**

1. Demonstrated experience in audiovisual production, working in a gallery or museum setting, with expertise in videography, photography, and digital media production to support exhibitions, events, marketing, and audience engagement initiatives
2. Good communication and interpersonal skills, with the ability to work collaboratively with colleagues and stakeholders.
3. Well-developed organisational skills, with the ability to manage competing priorities and meet deadlines. Ability to write clear procedural guides, maintain equipment inventories, and draft condition reports for audiovisual equipment.
4. Demonstrated initiative, adaptability and willingness to learn new technologies and production techniques.
5. Ability to troubleshoot, rapidly identifying and resolving signal loss, audio feedback, or hardware malfunctions under tight time constraints. Inspecting and cleaning gear, updating firmware, and managing equipment inventory.

## **Industry specific – desirable:**

1. Current driver's licence, with the ability to travel and undertake physical tasks required for setting up events and filming projects.
2. Experience programming and updating BrightSign media players.
3. Possession of or ability to obtain an Elevated Work Platform (EWP) license or Scissor Lift ticket.

## **Applicant information**

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to [hrservices@npg.gov.au](mailto:hrservices@npg.gov.au) by the deadline listed below.

**Please note that offers may be appointed based on application only.**

If you need more information, please get in touch with Hector Cordova on 02 6102 7024 or by email at [hector.cordova@npg.gov.au](mailto:hector.cordova@npg.gov.au).

**Applications close midnight Sunday 16 August 2026.**

## SAFETY AND WORK ENVIRONMENT

| ADMINISTRATIVE TASKS                                | FREQUENCY  |
|-----------------------------------------------------|------------|
| Computer based work, sitting, or standing at a desk | Frequently |
| Extensive typing or data entry                      | Frequently |
| Graphical, video production or analytical work      | Frequently |
| Access to designated workstation                    | Frequently |

| WORKING HOURS                                                | FREQUENCY    |
|--------------------------------------------------------------|--------------|
| Flexible working hours                                       | Occasionally |
| Fixed start/finish times                                     | Never        |
| Intensive work over an extended period to achieve a deadline | Occasionally |
| After hours events or programs                               | Frequently   |
| Peaks and troughs of high and low workload                   | Frequently   |
| Overtime                                                     | Occasionally |
| Rostered shift work                                          | Never        |
| Rostered 24/7 on call                                        | Never        |

| SOCIAL DEMANDS                                              | FREQUENCY    |
|-------------------------------------------------------------|--------------|
| Work with others towards shared goals in a team environment | Frequently   |
| Work in isolation from other staff (remote supervision)     | Frequently   |
| Work directly with visitors and the public                  | Rarely       |
| Produce work that is subject to critique or external review | Occasionally |

| PHYSICAL DEMANDS          | FREQUENCY    |
|---------------------------|--------------|
| Walking long distances    | Occasionally |
| Standing for long periods | Frequently   |
| Working outdoors          | Rarely       |

| MANUAL HANDLING                                | FREQUENCY    |
|------------------------------------------------|--------------|
| Lifting 0 – 5kg                                | Frequently   |
| Lifting 5 – 10kg                               | Frequently   |
| Lifting 10kg+                                  | Occasionally |
| Handling collection items                      | Never        |
| Climbing                                       | Frequently   |
| Reaching                                       | Frequently   |
| Bending/squatting                              | Frequently   |
| Push/pull                                      | Occasionally |
| Repetitive movements in a short amount of time | Occasionally |

| TRAVEL     | FREQUENCY |
|------------|-----------|
| Locally    | Rarely    |
| Interstate | Rarely    |

| SPECIFIC HAZARDS                                 | FREQUENCY    |
|--------------------------------------------------|--------------|
| Working at heights                               | Occasionally |
| Exposure to extreme temperatures                 | Rarely       |
| Operation of heavy machinery e.g. forklift       | Never        |
| Excessive noise                                  | Occasionally |
| Low lighting                                     | Occasionally |
| Handling of dangerous goods/equipment            | Never        |
| Mandatory Personal Protective Equipment required | Frequently   |

| MANDATORY PERSONAL PROTECTIVE EQUIPMENT                                                  | REQUIRED |
|------------------------------------------------------------------------------------------|----------|
| Safety Footwear (operation of heavy machinery/lifting)                                   | ✓        |
| Gloves (Lifting/exposure to extreme temperatures/ handling of dangerous goods/equipment) | X        |
| Hearing Protection (excessive noise)                                                     | X        |
| Hi Visibility Clothing (operation of heavy machinery)                                    | X        |
| Protective Eyewear (handling of dangerous goods/equipment)                               | X        |
| Warm Clothing (exposure to extreme temperatures)                                         | X        |

| SAFETY TRAINING, PERMITS AND CERTIFICATES          | REQUIRED |
|----------------------------------------------------|----------|
| NPG Induction                                      | ✓        |
| Driver's License                                   | X        |
| WHS Awareness for Workers                          | ✓        |
| WHS Awareness for Supervisors                      | X        |
| Manual Handling                                    | ✓        |
| Provide First Aid                                  | X        |
| Fire Warden                                        | X        |
| Chief Warden                                       | X        |
| Business Continuity                                | X        |
| Hostile Intruder and Lockdown                      | ✓        |
| White Card                                         | X        |
| High Risk Work License                             | X        |
| Work Safely at Heights                             | ✓        |
| Elevated Work Platform                             | ✓        |
| Verification of Competency for plant and equipment | X        |

**Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.**

| DESIGNATED EMERGENCY ROLES             | REQUIRED |
|----------------------------------------|----------|
| First Aid Officer                      | X        |
| Area Warden                            | X        |
| Floor Warden                           | X        |
| Deputy/Chief Fire Warden               | X        |
| Business Continuity Team Member        | X        |
| Business Continuity Team Leader/Deputy | X        |
| Authorised Officer                     | X        |