

Position Description – <Insert Position Title>

Position Details

Position Title: Exhibition Assistant (Engagement)

College/Portfolio: College of Design and Social Context

School/Group: DSC Engagement

Campus Location: Primarily based at the CBD campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 5

Time Fraction: 1.0 FTE

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Engagement Coordinator, Galleries

No. of Direct reports: NIL

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

DSC Engagement

At RMIT's College of Design and Social Context we're passionate about working in partnership with business, industry, the cultural sector, policymakers and communities, to create new knowledge and advance innovative solutions to sector and societal challenges, on a local and global scale.

Urgent challenges face us, from finding new ways to manage resources sustainably, to better design that inclusively supports living. From greening our urban environments and accelerating digital literacy, to policies that better shape our future. By collaborating with us across a range of areas including research, commercialisation and developing your future workforce, we accelerate your capability and capacity to solve.

The College also presents a rich public program of exhibitions, screenings and talks in our state-of-the-art facilities, which include RMIT Gallery, Design Hub Gallery, First Site Gallery, The Capitol Theatre, Storey Hall and The Kaleide Theatre.

Position Summary

The Exhibition Assistant (Engagement) role sits within the RMIT Galleries Team part of the College of Design and Social Context, RMIT University. The principal role of the Exhibition Assistant (Engagement) is to provide general administration support to the Engagement Coordinator, Galleries. The role supports the promotion of exhibitions and public programs including copy writing, website, social media, exhibition marketing, and general communications support for DSC's exhibition spaces (including RMIT Gallery, First Site Gallery and Design Hub Gallery).

The Exhibition Assistant (Engagement) will provide support across a variety of tasks including event management duties; general correspondence; project briefs, newsletters, and report preparation; website

and social media account maintenance; and other administrative tasks including front of house duties as required by the Galleries Team. The Exhibition Assistant (Engagement) will also assist in the development, presentation and daily operations of exhibitions and public programs by supporting the supervision of Gallery Attendants and providing broad administration assistance to the RMIT Galleries Exhibitions Team.

Out of hours work is required as well as occasional weekend shifts.

Key Accountabilities

- Assist with engagement related duties including production of gallery resources, exhibition labels, maintenance and updating of gallery websites and social media accounts and developing content for newsletters and exhibition promotion.
- Act as a representative of DSC Engagement, creating an exceptional and inclusive visitor experience and consistently providing professional, courteous and informative customer service to patrons, contractors, partners and staff. This includes attending to all in-person, telephone and email enquiries and providing general assistance and accurate information about RMIT Galleries, DSC Engagement and its programs.
- Effectively invigilating gallery spaces by assisting with setting up and closing down of exhibitions for daily viewing, ensuring the safety of artworks in the exhibitions and accurately recording daily gallery attendance.
- Assist with administrative and reception duties including supervision of Gallery Attendants, filing, collating exhibition reports, stocktaking, sales assistance and drafting documents, as well as assisting with gallery events.
- Assist at gallery events and exhibition public programs with supervision of casual staff, event set up and pack down, enquiries, registration, cloaking, food and beverage services, liaising with RMIT security, ushering and crowd management tasks. This includes ensuring compliance in all aspects of the Responsible Service of Alcohol requirements of the Victorian Commission for Gambling and Liquor Regulation.
- Assist in maintaining a safe work environment. This includes promptly reporting risk management concerns and incidents on site, and, in the absence of Exhibition Coordinator or Senior Curator, liaising with emergency services and RMIT Security, overseeing emergency response and evacuation procedures.
- Work across multiple gallery locations, weekends and after hours as required.
- Other exhibition, event and front of house related tasks and duties as required and directed.

Key Selection Criteria

Essential:

1. Demonstrated experience in maintaining and creating content for social media and digital platforms.
2. Demonstrated understanding of and commitment to a high level of visitor service.
3. Demonstrated interest in and commitment to diversity, access and inclusion practices within an arts and cultural context.
4. Demonstrated high-level interpersonal, communication skills with the ability to present ideas and information clearly for a variety of purposes.
5. Proven ability to work independently as well as part of a team.
6. Demonstrated high-level computer literacy including accurate word processing, spreadsheet and database skills.
7. Ability to work outside of hours as required (such as at exhibition openings, weekends and events).

Desirable:

- Experience in gallery administration and commitment to and interest in contemporary visual culture.

Qualifications

Completion of an Associate Diploma or Bachelor level qualification in a related area or equivalent relevant work experience.

Valid Responsible Service of Alcohol (RSA), please note, you will need to obtain an RSA if you don't already have one.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.