



## Position Description

**Position Title:** Receptionist / Administrative Officer

**Reports To:** Gallery Director

**Location:** East Gippsland Art Gallery - 2 Nicholson st, Bairnsdale 3875

**Hours:** 19.5 hours per week (0.51 EFT)

**Days:** Tuesday, Thursday, Friday (9am–4pm)

**Salary:** \$35 per hour + superannuation

**Closing date for applications: 28-04-2026**

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## About the Role

Join a vibrant, creative, and community-focused gallery. This role is the welcoming face of East Gippsland Art Gallery and an integral part of a small, passionate team.

The gallery is a positive, supportive, and inspiring place to work—driven by a shared love of art, community, and creativity. You'll play a key role in creating a warm visitor experience while supporting the smooth day-to-day running of the gallery.

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## Key Responsibilities

- Open and close the gallery and maintain presentation standards
  - Create a friendly and engaging front-of-house experience for all visitors
  - Share information with the general public about exhibitions, events, and programs
  - Manage enquiries, bookings, and general administration
  - Maintain databases and mailing lists
  - Process sales, banking, and petty cash
  - Run retail operations, including the management of incoming items on consignment, stock rotation, stock take and ensure the area is well presented
  - Assist with the installation of exhibitions, artwork handling, and sales
  - Support events, workshops, and exhibition openings
  - Provide support to the Gallery Director and liaise with the Volunteer Coordinator
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## Key Selection Criteria

### Essential

- Warm, professional communication and strong customer service skills
- Excellent organisational skills and attention to detail
- Ability to multitask, use initiative, and work independently
- Confidence working with the public in a busy environment

- Solid computer skills (Microsoft Office and general systems)
- A positive, team-oriented attitude and ability to stay calm under pressure
- A genuine interest in the visual arts

#### **Desirable (not essential)**

- Experience in a gallery, arts, or cultural environment
  - Retail or stock management experience
  - Experience supporting events or public programs
  - Knowledge of the East Gippsland arts community
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#### **Additional Information**

- Three-month probation period applies
  - Some flexibility in hours may be required (TOIL arrangements apply)
  - Applicants must hold a current Working with Children Check and be willing to undergo a Police Check
  - Commitment to gallery policies and procedures
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#### **How to Apply**

Please submit:

- Cover letter
- Responses to the Key Selection Criteria (max. 2 pages)
- Current CV with two referees

#### **Enquiries & Applications:**

Crystal Stubbs  
director@eastgippslandartgallery.org.au  
(03) 5153 1988

*East Gippsland Art Gallery is committed to child safety. We have zero tolerance of child abuse. Our human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.*

*East Gippsland Art Gallery has a zero-tolerance approach to racism, racial discrimination, harassment, and vilification. We are committed to a safe, respectful workplace and hold all employees accountable for upholding these standards.*