



Gallery Assistant

Part Time Fixed Term and Casual

Are you looking for a rewarding career where you can grow and develop while having the benefit of living in an idyllic North Coast location? Here at Clarence Valley Council, we strive to be a progressive employer that offers a rewarding and flexible work environment. Our vision is to create a community full of opportunity and our workforce is where we start to achieve our community aspirations.

Located in the Northern Rivers of NSW, we cover 10,441 square kilometres with the three major community hubs of Grafton, Yamba and Maclean. We are one of the biggest employers in the Valley and can offer you a rewarding career and a new lifestyle. Our goal is to be the employer of choice in the Valley, creating opportunities for those who live here already and for those who want to move here.

We are in an exciting period of transformation with a focus on employee engagement, satisfaction and delivering exceptional services and facilities for the community. We strive to lead with openness and courage and want you to be part of that journey.

So come and join the team while enjoying all that Clarence Valley has to offer you and your family.

Learn more about living in the Clarence Valley [here](#).

What you need to know...

- fixed term part time opportunity for six months
- 44 hours per fortnight
- casual opportunities available
- the package: \$58,375 pro rata plus superannuation per annum
- location: Grafton Regional Gallery, NSW
- flexible work options for a healthy work/life balance
- enjoy the benefits of flex time

About the role

Grafton Regional Gallery is seeking to appoint two part-time, temporary Gallery Assistants for a six-month period, as well as casual opportunities. This is an exciting opportunity to work in one of regional NSW's iconic cultural destinations, helping to create welcoming and engaging experiences for visitors while promoting the arts, culture and tourism opportunities of the Clarence Valley.

Working as part of a small and dedicated team, you will provide professional customer service, support retail operations, share information about the Gallery's exhibitions and programs, and contribute to the vibrant day-to-day operation of the Gallery. This position requires regular weekend work and participation in occasional after-hours events and programs.

The successful applicants will play an important role in supporting gallery operations across customer service, retail, exhibitions and events. Key responsibilities include undertaking retail sales and reconciliations, maintaining stock and displays, assisting with exhibition installation and gallery events, providing administrative and operational support to staff, and ensuring high standards of presentation and security throughout the Gallery precinct.

We are looking for enthusiastic, reliable and customer-focused individuals who are passionate about delivering exceptional visitor experiences and showcasing the cultural and tourism offerings of the Clarence Valley region.

To be considered for this position you will need to:

- Address the **essential requirements** of the role as per position description
- Attach **certificates and licences** as listed in the essential requirements as a supporting document
- Attach a **cover letter** (2 pages maximum) and an up-to-date **resume** (5 pages maximum) that clearly details your skills & experience as relevant to this position. You will need to demonstrate how you meet the focus capabilities and how your skills will enable you to achieve the key accountabilities.
- Please state if you are wanting **part time or casual employment**
- Answer the **target questions** - maximum 300 words each question
 - Q1.** Describe a situation at work that was challenging? What did you do and why? What did you learn from the situation.
 - Q2.** Give an example of a customer service situation you handled well. Why do you think you got a positive outcome?

Contact

Jane Kreis, Regional Gallery Director on 02 6641 7306

Closing date

Tuesday 22 September 2026 at 11.30 pm (NSW time).

Other important information

This position is located at Council's Grafton Regional Gallery, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

How to apply

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

For further information about the selection process including tips on how to address the selection criteria please refer to the Careers page on the Clarence Valley Council website.

Do you want further information on how to apply under the Capability Framework? Please read our [How to apply for a job guide](#).

Council is an EEO employer and First Nations people are encouraged to apply.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.