



JOB DESCRIPTION FORM

JOB TITLE: Head of Collections Management and Conservation	POSITION NUMBER: 13574	CLASSIFICATION: Level 7
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AWARD PSA 1992 / PSGOGA 2014	EMPLOYMENT TYPE Fixed-Term, Full-Time
DIRECTORATE Fremantle Museums and Collections	TEAM Collections Management and Conservation
POSITION REPORTS TO 12014 Executive Director, SCL6	POSITIONS REPORTING TO THIS POSITION 13168 Collections Database Manager, Level 6 13567 Manager Materials Conservation, Level 6 11225 History Registrar, SCL2 11763 Assistant Curator, SCL1 11238 Anthropology Registrar, SCL2

PURPOSE OF POSITION

This role is responsible for the delivery of collections management, registration and conservation functions to the Museum and its collection. It oversees and conducts strategic planning, develops processes and has responsibility for policies. The role ensures that the teams within its functional group are well managed and administered.

This project position works in close cooperation with the Museum's directors, heads of curatorial departments, regional managers and the New Museum Project team. It will lead and drive significant changes within its functional area.

Functional challenges include: the centralisation of collections management and registry functions within the Museum, relocations of significant parts of the collection, significant changes to the displayed collection and increased demands on the conservation team in support of activities.

CONTEXT

The Western Australian Museum is the State's natural, social and cultural history museum. It has public sites in Perth, Fremantle, Kalgoorlie, Albany and Geraldton and a collection and research centre in Welshpool. It is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.

The WA Museum's mission is to inspire people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

The WA Museum is in the early stages of planning for a New Museum at the Perth Cultural Centre site. ~~This position will play a vital role in supporting the success of the New Museum Project and in working towards a revitalised museum in the future.~~

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STATEMENT OF DUTIES

1. Develop and implement strategies and policies relating to the management, registration and conservation of the Museum's collection.
2. Manage the operations of multi-disciplinary teams, working at all WA Museum metropolitan and regional sites.
3. Maintain and develop services to the public and other external stakeholders.
4. Provide functional support and advice to the New Museum Project, its directors and creative teams.
5. Plan and coordinate the movement and maintenance of the collection between exhibition and storage locations.
6. Maintain high level communication and liaison across the Museum to ensure a collaborative approach is taken in the development and delivery of the exhibitions.
7. Liaise with stakeholder and community groups to identify and develop opportunities, initiatives, partnerships and external funding to support the development and delivery of programs.
8. Ensure the administration of functional teams.
9. Report on activities, performance, trends and issues against plans and budgets to agreed schedules.
10. Represent the Museum.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

Compliance and Legislative Knowledge

- Comply with Department of Culture and the Arts Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Substantial expertise and experience in managing one or more collections, registry or conservation functions, preferably in a museum environment. Substantial experience in management, and a demonstrated ability to foster co-operative and collegiate leadership of a diverse team of people in a creative environment. Strong communication and negotiation skills with the proven ability to use specialist expertise from a variety of disciplines to ensure the effective and collaborative achievement of complex projects. Demonstrable project and budget management skills and experience incorporating time, cost, quality, resource and risk management of significant cultural projects. Experience engaging with stakeholders including initiating discussions around sensitive issues requiring a high level of skill in relationship management. Knowledge of current innovative trends in the operation of museums and their exhibitions. <p>Desirable</p> <ol style="list-style-type: none"> Graduate qualifications in a relevant field. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ul style="list-style-type: none"> New Museum creative teams Heads of curatorial departments External stakeholders – Government departments; supporters and sponsors; community groups; members of the public Internal stakeholders – Executive Management Team; staff and volunteers <p>KEY CHALLENGES</p> <ul style="list-style-type: none"> Management of specialist teams Collaboratively working with functional and departmental heads Managing changes to functional roles and operational tasks <p>SPECIAL CONDITIONS</p> <ul style="list-style-type: none"> Employees may be required to work on weekends and evenings Regular regional or interstate travel WA 'C' class driving licence A current (within 6 months) National Police Certificate will be required <p>LOCATION Perth, WA</p>
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Manager Signature: **Date:** / /

Employee Signature: **Date:** / /

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