



# JOB DESCRIPTION FORM



<b>JOB TITLE:</b> Aboriginal and Torres Strait Islander Curator 50D	<b>POSITION NUMBER:</b> 13228	<b>CLASSIFICATION:</b> SCL2
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<b>AWARD</b> PSA 1992 / PSGOGA 2014	<b>EMPLOYMENT TYPE</b> Full-Time, Fixed-Term
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<b>DIRECTORATE</b> New Museum Project	<b>TEAM</b> Content Development
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<b>POSITION REPORTS TO</b> Exhibition Team Leader, Level 7	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil
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**PURPOSE OF POSITION**  
To carry out high-quality content development through research and community engagement, to develop ideas and narratives for the delivery of the New Museum for Western Australia, including innovative immersive exhibitions, online content, and ongoing public programs, events and activities.

**CONTEXT**

The Western Australian Museum (WA 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 the diversity and creativity of our world.

The WA Museum recognises Aboriginal and Torres Strait Islander peoples as the first peoples of Australia. We acknowledge the primary rights of Aboriginal and Torres Strait Islander peoples in their cultural heritage and work collaboratively to advance understanding between all peoples. The WA Museum has a Reconciliation Action Plan, (RAP) which ensures there is shared meaning and commitment amongst staff when working and engaging with Aboriginal and Torres Strait Islander peoples.

The WA Museum is developing a New Museum at the Perth Cultural Centre site, scheduled to open in 2020, and is committed to consulting and engaging with the community and other stakeholders, encouraging all Western Australians to have input into the Museum. This position will play a vital role in the New Museum's content project team, by collaborating with Aboriginal communities and within a multi-disciplinary team to create meaningful and quality content.

**REGISTERED**  
DEPARTMENT OF CULTURE  
AND THE ARTS  
INITIALS SJM DATE 4/10/16



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<p><b>STATEMENT OF DUTIES</b></p> <ul style="list-style-type: none"> <li>• Contribute to the creative development of exhibition storylines with an emphasis on engaging with Western Australian Aboriginal and Torres Strait Islander communities to identify and/or source suitable stories, experiences and perspectives for sharing with and interpreting for, public audiences.</li> <li>• Contribute to the creative development of delivery methodologies for content across multiple platforms including exhibition displays, interactives, multi-media and public programs.</li> <li>• Work with Audience Advocates and other team members to carry out planning, research and consultation with Aboriginal and Torres Strait Islander communities in relation to proposed content and exhibition design.</li> <li>• Identify and scope specific research, story development and engagement projects within content areas for outsourcing to contracted curators and project officers.</li> <li>• Identify scope and undertake specific research and content development in conjunction with other team members.</li> <li>• Work with Exhibition Project Officers and content team members for the ongoing development and maintenance of the exhibition content lists.</li> <li>• Liaise with in-house staff and with those from museums and other relevant institutions for research material and to initiate loan requests and plan to address any requirements for loan material from other institutions, communities or private individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with metropolitan, regional and remote communities to ensure the appropriate display and interpretation of cultural material including the development of permissions and relevant agreements.</li> <li>• Work with Museum teams and contractors to ensure all exhibition design, conservation and display preparation requirements are met for the secure and appropriate display and interpretation of cultural material.</li> <li>• Contribute to the development and implementation of pre- and post-opening plans including marketing and promotion, public programs events and activities and general operations including delivering training where required.</li> </ul> <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p> <ul style="list-style-type: none"> <li>• Compliance and Legislative Knowledge</li> <li>• Comply with Department of Culture and the Arts Code of Conduct, policies and procedures and relevant appropriate legislation; and</li> <li>• Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>For this position Aboriginality is a genuine occupational qualification and is authorised under Section 50D of the Equal Opportunity Act 1984.</li> <li>Tertiary qualifications and experience working in a relevant field and in communicating the results of this work to a wide range of audiences.</li> <li>Demonstrated ability to engage with Western Australian Aboriginal and Torres Strait Islander communities on the sharing of stories, experiences, knowledge, perspectives and cultural information for visitor experiences and public programs.</li> <li>Demonstrated ability to work with and contribute to multi-disciplinary teams developing stories and narratives into visitor experiences, or for related public outputs in a museum (or similar) environment.</li> <li>Knowledge and/or experience of working creatively with external specialists such as content co-creators, design teams, specialist contractors including commissioned artists and new media/online producers.</li> <li>High-level communication skills with experience in sourcing, synthesising and organising information for delivery through multiple types of media.</li> <li>Good understanding of exhibition development and project management methods and proven ability to prioritise and meet deadlines.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander communities, organisations and Prescribed Body Corporates throughout Western Australia and nationally.</li> <li>Museum creative teams.</li> <li>Project consultants, contractors and suppliers.</li> <li>External stakeholders – government departments; supporters and sponsors; community groups; members of the public.</li> <li>Internal stakeholders – Executive Management Team; Museum staff and volunteers.</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>Balancing the need for community wishes and requirements against a focus on audience understanding and visitor experience.</li> <li>Critical thinking, problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities.</li> <li>Managing the demands and expectations of content co-creators so they remain aligned with the agreed project scope.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>Employees may be required to work on weekends and evenings.</li> <li>Unless otherwise stated all positions within the WA Museum require the occupant to be able to use a PC and have a working knowledge of MS Office software including Outlook, Word, Excel and PowerPoint.</li> <li>A current 'C' class Drivers Licence or equivalent will be required.</li> </ol>
	<p><b>LOCATION</b></p> <p>This position is based in Perth however employees may be required to travel to and work from any of the Museum's sites and/or remote regional communities on a short-term basis.</p>

Manager Signature: ..... Date: ...../...../.....

Employee Signature: ..... Date: ...../...../.....

