



JOB DESCRIPTION FORM

JOB TITLE: Assistant Curator	POSITION NUMBER 11807	CLASSIFICATION: Specified Calling Level 1
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AWARD Public Service Award / PSGOGA 2014	EMPLOYMENT TYPE Permanent, Full Time
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DIRECTORATE Collections and Research	TEAM Maritime Archaeology
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POSITION REPORTS TO Department Head, SCL4	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION
Assists the Department of Maritime Archaeology with research, curation and public programs.

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum 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.

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS
INITIALS *SJM* DATE *14.11.17*



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<p>STATEMENT OF DUTIES</p> <p>Collections Management and Development</p> <ul style="list-style-type: none"> • Carries out routine curatorial work including collection management. • Maintains records relating to collections and assists in managing collection database. • Assists with the compilation of collection reports. <p>Research and Education</p> <ul style="list-style-type: none"> • Conducts and assists with research and fieldwork, according to approved HSE requirements. • Maintains awareness of current literature and developments in field of expertise • Assists with the Historic Shipwrecks programme. <p>Public Programs and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Assist with preparation of exhibitions, educational and interpretative programs. • Answers public enquiries and participates in special public events, including cooperative programs with community groups. • Provides display material and specimen information as required. <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> • Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. • 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"> 1. A Bachelor degree or higher level qualification in relevant field. 2. Demonstrated research record in maritime archaeology. 3. Demonstrated experience in planning and undertaking maritime archaeological fieldwork. 4. Ability to work independently, with a high level of written and verbal communication skills and demonstrated ability to work effectively within a team. 5. High level technical and computer skills, knowledge and experience with word processing, spreadsheets and databases. 6. Experience in Geographical Information Systems, site 3D recording, and operating remote sensing equipment including DGPS, side-scan sonar and magnetometer. 7. Experience in museum practices, particularly collections management, including artefact photography, and online public access. 8. Current C Class driver's licence. <p>Desirable</p> <ol style="list-style-type: none"> 1. Australian Diver Accreditation Scheme Occupational Air Diving to 30 m (Restricted) AS2815.2. 2. Demonstrated ability to handle small boats by having or working towards obtaining an Australian Maritime Safety Authority Coxswain Grade 1 NC certificate of competency or equivalent. 3. Light Truck driving licence. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Culture and Communities teams. 2. Inter-disciplinary teams for exhibitions and project work with internal and external groups. 3. Stakeholder communication and relationship development. 4. Supervision of Volunteers.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Fieldwork is undertaken in regional and remote locations throughout the State. 2. Some after-hours work may be required. 3. This is a highly physical position that includes maritime and terrestrial archaeological activities.
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Evidence of having passed diving medical required for Commonwealth of Australia Commercial SCUBA Diver (AS 2815) Part 1 qualification prior to commencement. 2. Open Water diving qualification recognised in Australia and Australian Diver Accreditation Scheme Occupational Air Diving to 30m (Restricted) AS2815.1. 3. Australian Maritime Safety Authority Coxswain Grade 1 NC certificate of competency or equivalent. 4. A current (within 6 months) National Police Clearance Certificate will be required.
	<p>LOCATION</p> <p>Fremantle – WA Shipwrecks Museum</p>

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

Employee Signature: **REGISTERED** Date:/...../.....

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