

JOB DESCRIPTION FORM

JOB TITLE: Registration Officer (NMP)	POSITION NUMBER 13383	CLASSIFICATION: Level 2
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AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Fixed Term Full Time
DIRECTORATE New Museum Project	TEAM Content Development
POSITION REPORTS TO Project Collections Manager	POSITIONS REPORTING TO THIS POSITION Nil
<p>PURPOSE OF POSITION</p> <p>Contribute to enhancing, coordinating and facilitating access to the Museum's collections via a significantly enriched electronic catalogue and to support phases of content for the development and implementation of the New Museum Project.</p> <p>Collection information is of key strategic importance to the Museum as it prepares for the New Museum project. This role will focus on assisting to improve the quality and quantity of digital information about the Museum's collections as well as assisting with their physical coordination as required for the New Museum Project.</p>	
<p>CONTEXT</p> <p>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.</p> <p>The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>	

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STATEMENT OF DUTIES

1. Assist with implementing the prioritised plan aimed at strategically enhancing the Museum's information and capabilities on key collections required for the new museum project.
2. Responsible for deriving and entering relevant data, photographs and related content of the Museum's collections using metadata standards including descriptive terminology focused on improving search-ability, in collaboration with WAM staff.
3. Under direction ensures data and object records reflects and enables collection readiness for content development programs and purposes including collection movement, relocation and content documentation such as Exhibition Content Lists.
4. Assists with ensuring data enables activation of, and aligns to, all physical requirements for collections to meet program development requirements such as conservation, photography, mount making and installation.
5. Provide support for physical management of collections through all stages of NMP content development from object identification through to installation.
6. Under direction of the Collections Manager follow processes for efficiently handling large quantities of data, and organising the information in a logical and efficient manner including undertake data cleaning processes and transfer of data into the new Collection Management Information System.

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

Compliance and Legislative Knowledge

- Comply with Culture and Arts Portfolio Code of Conduct, Conflict of Interest 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"> Demonstrated experience working with collections and electronic collection data. Awareness of museum operations and management of collections Good written and oral communication skills. Ability to handle and photograph fragile Museum specimens and/or artefacts. Demonstrated ability to work with minimal supervision as part of a team as well as individually and to schedule time to meet deadlines. Ability to learn and apply international metadata standards for museum collections. <p>Desirable</p> <ol style="list-style-type: none"> Experience in working with software such as Microsoft Access, Filemaker Pro or other database systems. Degree or diploma or working towards a tertiary qualification relevant to WAM's collection areas. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> Maintain relationships with allied internal and external WAM colleagues especially those involved with collection data management.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Prioritisation of tasks and manage workload.
	<p>SPECIAL CONDITIONS</p> <p>A current (within 6 months) National Police Clearance Certificate will be required prior to commencement.</p>
	<p>LOCATION</p> <p>Welshpool.</p>

Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....

