



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To inspire and challenge 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.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

VALUES

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



DETAILS

Position Title

Assistant Curator, History

Position Number

13644

Classification Level

Specific Calling, Level 1

Award/Agreement

Public Sector CSA Agreement 2019

Directorate

Collections and Research

Branch/Team

Culture and Communities

Physical Location

Welshpool

Effective Date

30/04/2021

REPORTING RELATIONSHIPS

Position reports to

Head, History Dept (History Curator SCL3)

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

- Assists in the collection, research, documentation and management of the History Department's collections
- Assists in the development of public programmes including exhibitions

STATEMENT OF DUTIES

1. Assist with the collection, research, documentation and management of history collections
 2. Assist with research and development of public programmes, particularly exhibitions.
 3. Assist with collecting projects.
 4. Engage with and respond to the public through public enquiries, social media, media interviews and talks.
 5. Assist with training and supervising volunteers and practicum students
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Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Primary research skills and a qualification, ideally at honours level or higher, in Australian history or closely related field.
2. Knowledge, and relevant experience, in collection and management of material culture collections.
3. Demonstrated skills and knowledge in the development of contemporary museum exhibitions and other museum interpretive programmes.
4. Knowledge and contemporary experience of undertaking significance assessments.
5. Demonstrated ability to work collaboratively as part of a team, , to train and supervise volunteers and practicum students, and to liaise with the public and other key stakeholders.

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

Desirable

1. Knowledge of, and ideally experience in, contemporary collecting.
2. Museum Studies or related qualifications and training in the interpretation and management of history collections.
3. Experience in the use of museum databases, particularly the Vernon Collection Management System.



KEY RELATIONSHIPS/INTERACTIONS

1. History team staff members
2. Collections and Research Directorate and wider organisation
3. National, state, regional and community museums
4. Public and other stakeholders

KEY CHALLENGES

Nil

SPECIAL CONDITIONS

1. Valid and current Western Australian C (car) class motor drivers licence, or equivalent.
2. Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act, (if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment).
3. For appointment on a casual or fixed term basis a relevant work visa must be held if not an Australian citizen or permanent resident of Australia (if not currently held, must be acquired prior to commencement at applicant's expense).

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current (withing 6 months) National Police Certificate

TRAINING

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.