



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

Exhibition Loans Officer

Position Number

15103

Classification Level

Level 3

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Collections and Research

Branch/Team

Collection Management and Conservation

Physical Location

Welshpool

REPORTING RELATIONSHIPS

Position reports to

Coordinator Collections Management

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Provide registration services in relation to incoming object loans for exhibitions and other public programming

STATEMENT OF DUTIES

1. Prepare and maintain documentation associated with requests for, and administration of, loans for exhibition and other public programming purposes.
2. On assigned exhibition projects, work with the project team to develop and implement appropriate arrangements for object movements including freight, insurance, customs, quarantine, statutory, and policy compliance.
3. Act as a point of contact with lenders and third-party service providers in relation to object loans.
4. Coordinate, track and assist with the processing, installation and return of loan objects while they are in Museum custody and on display.
5. Prepare reporting to meet third party contractual or statutory obligations in relation to collection loans.
6. Other duties as required with respect to the skills, knowledge and abilities of the employee.



COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- 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.
- Knowledge of statutory framework relating to collection loans and the international movement of culturally and scientifically significant objects.

WORK RELATED REQUIREMENTS

Essential

1. Demonstrated capacity to administer loans in the context of a collecting institution.
2. Knowledge and experience of collection management policies and procedures including registration, object movement and object handling procedures.
3. Effective written and oral communications skills and the ability to produce written reports.
4. Demonstrated awareness of the statutory frameworks relating to the international movement of loan objects.
5. Demonstrated competency in word processing and administrative software including but not necessarily limited to spreadsheet programs and basic databases.
6. Demonstrated capacity to deliver against deadlines, and capacity to plan, prioritise and organise loan projects in an environment of competing priorities.

Desirable

1. Degree qualifications in a field relevant to the Museum's scientific or cultural collections

KEY RELATIONSHIPS/INTERACTIONS

1. Internal exhibitions, materials conservation and curatorial staff,
2. Third party lenders and providers of freight, insurance, custom and quarantine services.

KEY CHALLENGES

1. Ability to work in a team environment under strict deadlines with potentially competing priorities.



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Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

2. Maintaining safe work environment through compliance with mandatory OH&S procedures and understanding of potential hazards associated with handling and storing collection items.
3. Productive collaboration with internal stakeholders to achieve compliance with security and object handling protocols as developed by individual lenders.

SPECIAL CONDITIONS

1. Working outside normal business hours may be required at times,
2. Current (within 6 months) National Police Clearance Certificate.
3. Possession of current driving Licence

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.

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.

