



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum's mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be a valued, used, and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award-winning Boola Bardip in the Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

OUR VISION

An informed and engaged community working together for a better future.

OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of
the Community

3

Aboriginal and
Torres Strait
Islander Peoples

4

State-wide



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DETAILS

Position Title

Assistant Curator

Position Number

11807

Classification Level

Specified Calling Level 1 (SCL1)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Collections and Research

Branch/Team

Culture and Communities / Maritime Heritage

Physical Location/s

WA Shipwrecks Museum, Fremantle

REPORTING RELATIONSHIPS

Position reports to

Head of Maritime Heritage, SCL3

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Assists the Department of Maritime Heritage with research, fieldwork, curation and public programs aligned to the WA Museum's Strategic plan and Departmental Operational Plan.

STATEMENT OF DUTIES

Collections Management and Development

- 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.

Research and Education

- Conducts and assists with collection research and fieldwork, according to approved HSE requirements.
- Maintains awareness of current literature and developments related to Maritime Heritage and museum practice
- Assists with the Underwater Cultural Heritage programme.

Public Programs and Stakeholder Engagement

- 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.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. A tertiary qualification in relevant field.
2. Demonstrated research record in Maritime Heritage.
3. Demonstrated experience in planning and undertaking Maritime Heritage 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 Museum practices, particularly Collections Management, including artefact photography, and online public access.
7. Willing and able to undertake all aspects of fieldwork which includes diving, including being able to pass medical requirements for occupational divers (as defined by AS2299).



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Desirable

1. Current C-Class driver's licence
2. Diver qualification or experience (in accordance to a minimum of AS2815.6 Restricted Occupational SCUBA to 30m, or equivalent).
3. 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.
4. Experience in photography, GIS (Geographic Information System), photogrammetry, and other relevant skills related to the position.

SPECIAL CONDITIONS

- Ability to undertake Intrastate travel and/or fieldwork.
- Some after-hours work may be required.

APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.
- A current (within six months) National Police Clearance Certificate.