



# 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 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 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).







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| **DETAILS** |  |
| **Position Title** | **Position Number** |
| Project Officer (Entomology) | 16555 |
| **Classification Level** | **Award/Agreement** |
| Level 3 (L3) | Public Service Award 1992 / PSGO CSA GA |
| **Directorate** | **Branch/Team** |
| Collections and Research | WA Museum |
| **Physical Location/s** |  |
| Collections and Research Centre, Welshpool | |

# REPORTING RELATIONSHIPS

## Position reports to

Head of Science

## Positions reporting to this position

* Nil



# PURPOSE OF THE POSITION

The position will be responsible for the organisation and logistics of registering and digitising unregistered specimens held in the Entomology Legacy Collection at the WA Museum’s Collection and Research Centre.

# STATEMENT OF DUTIES

## Project Management

* Organise and co-ordinate the logistics of registering unregistered material in the Entomology Legacy Collection.
* Undertake any digitisation (photographic images) of specimens as required prior to database entry.
* Work with Entomology Curator in determining priority specimens to be registered.
* In consultation with relevant staff, develop comprehensive workflows for collating and recording relevant collections held in the Entomology collection.



* Provide technical advice to visiting discipline experts working in the Entomology Legacy Collection.
* Provide monthly progress reports to the Entomology Curator in the form of a number of registered materials.

## Recruitment and Organising Volunteers

* Oversee the recruitment of volunteers to the Entomology Legacy Collections Project.
* Co-ordinate the weekly roster of volunteers involved in the project to ensure best use of resources.
* Provide on-the-job training and supervise the day-to-day registration and data entry undertaken by volunteers.
* Maintain a safe and healthy work environment.
* Other duties as required with respect to the scope of the position.

# WORK RELATED REQUIREMENTS

## Essential

1. Demonstrated project management skills, including the ability to deliver agreed outcomes in the specified timeframes.
2. Organisational and analytical skills related to areas of specimen recording and digitisation.
3. Knowledge of contemporary museum and curatorial practices as it relates to Natural Science collections.
4. Demonstrated ability to work independently and as part of a team and to complete tasks to a high quality within the allocated time and budget.
5. Well-developed oral and written communication skills and an ability to develop and deliver training to other Museum staff and volunteers.
6. Experience in the taxonomic identification of biological material and specimens.



## Desirable

1. Bachelor’s degree in Biological Sciences or equivalent
2. Experience with database entry and management similar to those used in a museum setting.
3. Experience with image capture/photography.

# SPECIAL CONDITIONS

* + Nil

# APPOINTMENT IS SUBJECT TO

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

