

JOB DESCRIPTION FORM

JOB TITLE: Collections Database Officer		POSITION NUMBER 14378	CLASSIFICATION: Level 3
AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Permanent, Part Time		
DIRECTORATE Art Gallery of Western Australia	TEAM Collections		
POSITION REPORTS TO Registrar of Collections	POSITIONS REPORTING TO THIS POSITION Nil		
PURPOSE OF POSITION <p>This position is responsible for the administration and maintenance of the Gallery's Collection Management System and ongoing user training programs.</p>			
CONTEXT <p>The Art Gallery of Western Australia (AGWA) develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. One of our missions is to acquire, display, interpret, and preserve works of art according to our collections policy. Through our collection displays, exhibitions, programs and events, we offer visitors exciting encounters with Western Australian, Australian and Indigenous Australian art, and the art of the rest of the world. AGWA has an established national and international reputation and organizes and brings major programs and exhibitions to Western Australia.</p> <p>AGWA 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. Maintain the daily operation of the Collections Management Database to industry best practise standards, ensuring correct administration of the system and the ongoing integrity of collection records.
2. Prepare new catalogue and related records in the collections management database for new acquisitions and loans, including preparation and maintenance of hardcopy artist files and related collection records.
3. Undertake record updates and data-cleanup processes for artworks in the State Art Collection, and AGWA's Collection Online.
4. Develop and administer ongoing training programs and user support to staff on the collections management database.
5. Generate and maintain clear documentation for collections management database system and procedures.
6. Produce accurate and up-to-date reports, data imports and exports for Executive, Departmental, Finance and Auditing purposes.
7. Respond to general enquiries relating to the Collection from the public, curatorial, and administrative staff.
8. Work with the collections management database Vendor and Registration team to develop and implement improved approaches to collection documentation practises in line with international museum standards.
9. Perform other duties as required to meet team and Departmental goals.

Compliance and Legislative Knowledge

- Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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WORK RELATED REQUIREMENTS (SELECTION CRITERIA) Essential <ol style="list-style-type: none"> 1. Demonstrated experience using a Collections Management System (CMS), or similar database, for the management of collection records in a museum setting. 2. Demonstrated experience administering collections management database systems to uphold data integrity, security and accessibility. 3. Awareness of museum operations and the ability to adhere to collection documentation processes and proactively resolve issues. 4. Strong attention to detail and good written and oral communication skills. 5. Good organisational and time management skills and ability to work both independently with minimal supervision and collaboratively within a team. 6. Understanding of the principles of equal opportunity and diversity and occupational health and safety, and the ability to uphold the values of respect and safe working practices within the workplace. Desirable <ol style="list-style-type: none"> 1. Experience working with museum collections management database, Vernon CMS. 2. An art history or museum studies qualification. 	KEY RELATIONSHIPS / INTERACTIONS <ol style="list-style-type: none"> 1. Maintain relationships with allied internal and external colleagues, especially those involved with collection data management. 2. Registrar/ Assistant Registrars/ Digital Asset Management Officer/ Copyright & Reproductions Officer/ Collection Stores Assistant 3. Curators and Conservators 4. External Stakeholders (ICT, Vernon Systems) and the General Public KEY CHALLENGES <ol style="list-style-type: none"> 1. Prioritisation of tasks and manage workloads. 2. Providing assistance for cross team outcomes against tight timeframes, resources and conflicting priorities. SPECIAL CONDITIONS Nil LOCATION AGWA, Registration, Perth Cultural Centre <div data-bbox="172 1630 689 2069" data-label="Text"> <p><i>Authorising Officer</i></p> <p><i>20/5/2025</i></p> <p>Date _____</p> <p>Post Centre _____</p> <p>Account _____</p> <p>Fund _____</p> <p>Project _____</p> </div>
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Manager Signature: **Date:** **Employee Signature:** **Date:**

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