



## Job Description Form – Curator

Position Number: 00027165  
Classification: Level 5  
Leadership Context: Personal Leadership  
ANZSCO: 224212

Division: Heritage and Property Services  
Reports to: Senior Curator, 25518, Level 6  
Direct Reports: 1

### Description

The Curator is responsible for the day-to-day care, monitoring, management and documentation of Fremantle Prison's collections and the collections database in consultation with the Senior Curator.

As the Curator you will provide support to the Senior Curator in the administration of the Prison's exhibitions, from early development and planning of projects to their implementation, conclusion and evaluation.

The Curator provides effective collections management with contemporary, responsive and fit for purpose curatorial activities to develop, deliver and promote high quality visitor experiences which meets the needs of internal and external stakeholders and achieves the Department's goals.

### Responsibilities

- Manage the collections held by Fremantle Prison in consultation with the Senior Curator and in accordance with contemporary practice, international and national standards, legislation and ethical obligations in the areas of curation, cataloguing and care, and research and interpretation.
- Assist with the research design, preparation and installation of exhibitions and displays.
- Manage and monitor collection storage areas, exhibitions and display areas, and the Research and Resource Library, including facilitating and monitoring access to the library.
- Manage the collections database and ensure accurate recording and management of information.
- Assess loan requests in conjunction with the Senior Curator and manage incoming and outgoing loaned artefacts.
- Research, analyse and interpret information about the Collection and the Prison precinct and provide recommendations on the development and implementation of policies and processes that support the management and conservation of the cultural heritage collections held by Fremantle Prison in accordance with museum best practices.
- Prepare reports, object documentation and presentations, and provide recommendations using an understanding of the issues associated with conservation and interpretation of heritage fabric.
- Liaise with internal and external stakeholders, respond to public enquiries and provide information and advice on the Prison Collection, conservation, history and cultural issues, including supervising and coordinating volunteers in the Heritage Conservation team.
- Assist with the development of public programs and presentations.

- Assist with the development of grant applications and business cases for funding to support proposed conservation activities and other collection-based projects.
- Apply Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- Encourage and support a safe workplace environment.
- Apply curiosity and performs other duties as required.
- Demonstrate the expected behaviours of the leadership context for this role.

### Special Requirements

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- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.
- Work outside normal business hours and on weekends will be required from time to time.

### Requirements

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- Tertiary qualification in museum studies or related field with proven experience in museological activities including collection management and conservation.
- Knowledge of professional museum standards, procedures, ethics and conservation standards for moveable heritage and experience in cultural heritage including an understanding of issues associated with the conservation and interpretation of heritage fabric.
- Demonstrated experience in collection database management.
- Experience researching historical information and preparing exhibitions and interpretative documentation.
- Effective interpersonal, written, and verbal communication skills including demonstrated ability in establishing and maintaining stakeholder relationships, report writing and collaborating with multidisciplinary teams.
- Demonstrate the behaviours within the leadership context of Personal Leadership as outlined below.

## Behaviour Expectations

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

### Lead collectively

You complete your work to a high standard and ensure information is accurate.

### Think through complexity

You know where to find relevant information and use a common sense approach to research and analyse and then make evidence based recommendations.

### Dynamically sense the environment

You seek to understand expectations and problems by listening actively and asking clarifying questions.

### Deliver on high leverage areas

You take responsibility for managing your work to achieve results, keeping others informed of your progress.

### Build capability

You engage in processes and activities that grow the team's capability and effectiveness.

### Embody the spirit of public service

You are excellence orientated and deliver results for your team.

### Lead adaptively

You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

The Department of Planning, Lands and Heritage acknowledges Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	13 May 2025	Registering Officer	Erika Booth <i>Erika Booth</i>
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