## 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 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 Creative Industries, Tourism and Sport (CITS).

## 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

|  |  |  |  |
| --- | --- | --- | --- |
| Sustainability | At the Heart of the Community | Aboriginal and Torres Strait Islander Peoples | State-wide |

## DETAILS OF THE POSITION

**Position Title**

Registration Officer

**Classification Level**

Level 3

**Directorate**

Collections and Research

**Physical Location(s)**

WA Shipwrecks Museum, Fremantle

**Position Number**

16505

**Award/Agreement**

Public Service Award 1992/CSA Agreement 2024

**Branch/Team**

Maritime Heritage

## REPORTING RELATIONSHIPS

**Position reports to**

Head of Maritime Heritage – SCL3

**Positions reporting to this position**

* Nil

## PURPOSE OF THE POSITION

Support the development of centralised, content-rich collection databases and carry out other object handling, collection management and registration tasks as required.

## STATEMENT OF DUTIES

* Assist with the ongoing creation of a centralised collections database, including data entry, internal stakeholder liaison, and ensuring the accuracy, completeness and consistency with shared metadata protocols of existing data.
* Coordinate cross-departmental working groups to design and enhance standards for content management information systems and implement training programs to ensure ongoing understanding and application of shared collection database protocols.
* Assist curatorial and conservation staff with the documentation, physical handling and processing of collection objects associated with conservation treatment, exhibitions and acquisitions.
* Assist curatorial teams to register and track incoming and outgoing collection loans.
* Assist the Coordinator of Collections Management to assemble collection related data for reporting purposes including but not limited to; KPI’s, audits, valuations, and other control procedures.
* Other duties as required with respect to the scope of the position.

## WORK RELATED REQUIREMENTS

### Essential

1. Knowledge of and experience with collection management information systems and related procedures including registration, loan and accessioning practices.
2. Knowledge and experience of conservation and object handling procedures in the context of a collecting institution.
3. Experience in managing and developing databases, and knowledge of relevant metadata standards.
4. Highly developed interpersonal skills including verbal and written communication, problem solving, liaison and negotiation.
5. Ability to mentor and train staff and volunteers in relation to Collection Management activities.
6. Project management skills including time management and organisational skills.

### Desirable

1. Tertiary qualifications in a discipline relevant to museums and / or collection management.

## SPECIAL CONDITIONS

* Nil

## APPOINTMENT IS SUBJECT TO

* Eligibility to Work in Australia.
* A current (within six (6) months) National Police Clearance Certificate.