



Position Description

Position Title:	Assistant Curator - Museums
Position No:	3323
Position Classification:	Level 4
Status:	Permanent Part Time
Position Revised On:	13/02/2025
Directorate:	Community Development
Business Unit:	Cultural Services
Service Area:	Museums and Local History
Location:	City of Melville – Yagan Mia Wireless Hill Museum
Reports To:	Museum Curator and Creative Lead
Reporting Line:	Nil

Primary Purpose

Support the management, interpretation and promotion of the Museum and Local History collections to preserve and showcase Melville's rich cultural heritage. Work collaboratively to administer the collections, develop programming and curatorial content, and assist with museum operations.

Structure



Principle Accountabilities

Collection Management

- Maintain collection databases, registers and systems including accessioning, documentation, inventories, and condition monitoring
- Research the provenance of collection items and support collection development initiatives
- Prepare collection items for storage including photographing, labelling and identifying appropriate housing and handling
- Collaborate on conservation projects and monitor condition of collection items
- Contribute to digitization activities to support collection management, engagement, publication and outreach
- Assist in the review and development of Museum systems, policies and procedures

Programming, Access and Engagement

- Assist in the design and installation of exhibitions and collections displays across multiple sites
- Research and develop curatorial content for exhibitions, displays and digital platforms
- Support the investigation and implementation of technology to connect diverse audiences with the museum's collections, exhibitions and programs
- Respond to customer and stakeholder enquiries ensuring they're addressed, resolved and/or re-directed for resolution
- Support promotion of Museums and Local History collections and programming through online content, social, print and non-print media

Museum Operations

- Identify and coordinate volunteer activities for the Museums and Local History service
- Support Museum operations including the planning, promotion and delivery of events
- Support the collection and collation of evaluation data for reporting and to inform future planning

Position Specifics

Essential Requirements

- Tertiary qualification in Arts, Cultural Heritage, Museum Studies or related field, or equivalent relevant previous experience
- Demonstrated experience in the administration, documentation and handling of cultural heritage material
- Experience with the development and installation of museum, art or cultural heritage exhibitions

- Experience with researching and writing in a cultural, museum or heritage environment.
- Knowledge of museum/gallery and collection policies and practices
- Knowledge of conservation and preservation requirements for museums and art collections
- Strong computer literacy skills and experience working with a range of software applications used to manage data
- Sound interpersonal, verbal, and written communication skills
- Ability to work independently, carrying out allocated tasks with minimum supervision, and as part of a team

Desirable Requirements

- Current 'C' Class Driver's Licence
- Experience with supervising volunteers
- Experience with digitisation and basic trouble shooting skills
- Experience in the development of grant applications
- Social media and marketing experience
- Customer service skills

Other

- Under the general guidance of Museum Curator and Creative Lead make discretionary decisions that can be substantiated within operational guidelines, standards, procedures, and relevant legislation to effectively resolve customer issues and needs
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment and Quality culture and associated policies and procedures