

POSITION DESCRIPTION

Position Title:	Collections Officer
Salary:	\$88,000 (Full Time Equivalent)
Department:	Visual Arts
Type:	Permanent part time – 22.5 hours per week

Position Purpose

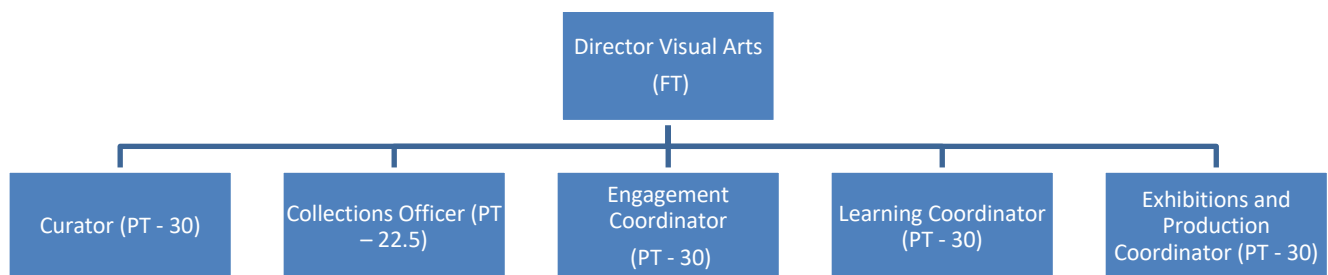
Reporting to the Director, Visual Arts, the Collections Officer is responsible for the development and implementation of Collection programs to achieve continuous improvements in the conservation, management and access of our cultural assets.

Having specialist professional skills and in-depth knowledge of museum practice, ethics and legislation, the Collections Officer advises on policies and procedures that relate to care and interpretation of artworks and artefacts in the Gallery’s Collection, whilst in storage and on display.

The key responsibilities of this role centre the overseeing of the improvement in management practices and include the planning and implementation of Collection projects including Collection store upgrades and inventory checks. This role is also responsible for managing the cultural gifts program, responding to donation enquiries and supporting outward loans.

The role contributes to artistic programming by identifying display and presentation opportunities for the Gallery’s Collection, whilst supporting the Curator as well as the Learning and Engagement Coordinators on collection-based access and engagement initiatives.

Department Structure



Key Result Areas

Collection Management

- Ensure all aspects of the physical and digital management of artworks, archive, artefacts library and other collection material are managed to museum standards. This includes developing accurate and up-to-date record-keeping procedures, advising on appropriate storage standards, security and risk management, and taking preventative conservation action when required.
- Work with other permanent Gallery staff as well as casuals and contractors to achieve project-based activities.
- Work with the Director, Visual Arts to recommend updates to relevant policies and procedures.
- Respond to Collection enquiries for access and research, including outgoing loans, keeping thorough records of Collection access and research outcomes.
- Contribute to the planning and development of future exhibitions, access and engagement programs, specifically in relation to collection display and interpretation.
- Under the advice of the Director, Visual Arts, provide support towards the development of the Lewers: Penrith Regional Gallery Collection, including facilitating acquisitions and donations adhering to best practice ethical standards and museums expectation, in administering donor relations in the development of a public collection.
- Advise the Director, Visual Arts regarding preventative conservation of outdoor sculptures.

Performance Measures

- Effective management and use of the Vernon Collection Management System, demonstrated through ongoing record improvement and the increased accessibility of Collection data.
- Donation and Collection information meets all deadlines as required by reporting, program, governance, audit and insurance purposes.
- Effective maintenance aligned with museum standards of Collection care, as evidenced by ongoing improvements in Collection usage, storage and conservation standards.
- Effective stakeholder relationship management for all Collection researchers and external parties.

Management and Strategic

Major Actions

- Manage the Collection's budget and contribute to the preparation, management and acquittal of funding applications.
- Provide technical and strategic advice for the ongoing upgrade of the Collection storage facilities and oversee the maintenance of facility reports, monitoring security and environmental controls in both Collection store and exhibition spaces.
- Manage the general security of the Collection store and manage public access to the store as per the relevant policy.
- Contribute to policy formation and review as needed.

Performance Measures

- Effectively financial management of Collection's budget ensuring activity is delivered within allocation.
- Successful identification, application and acquittal of relevant funding applications.
- Ongoing strategic and functional improvement of Collection storage facilities

Key Result Areas

1. Customer Service

Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA / The Joan / The Gallery

Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

2. Corporate Governance and Effective Work Practices

Major Tasks

- Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System – IMS

Individuals with NO Staff reporting to them

3. Work Health and Safety (WHS)

Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Demonstrated expert knowledge of and experience with applying collection management principles and practices to an art collection and historic site.
- Relevant tertiary studies in discipline related to museology, art history, collections management or conservation, or equivalent professional experience
- Demonstrated ability to manage competing deadlines and demands, and prioritise tasks and manage projects.
- Demonstrated understanding of cultural sensitivities and the associated impacts on collection management and access.
- Expertise in Vernon Collection Management System.
- Experienced art handler

Desirable

- Unrestricted drivers' licence
- Working With Children Check

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Values and Behaviours

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals