

## Museum of Brisbane Position Description

<b>Position Title</b>	<b>Collections Assistant</b>
Reports to	Collections Manager
Staff Reporting	Contractors, students and interns as required
Hours	Full-time

### Purpose of Position

The Collection Assistant role delivers administrative and information management support to the Collection Management Team at the Museum of Brisbane. The Collection Assistant assists with tasks associated with the general care and management of the collection and assists in providing access to the collection at the Museum's offsite storage facility.

The role reports to the Collections Manager.

### Key Responsibilities

- Undertake tasks associated with the Museum of Brisbane Collection Policy including preparation and maintenance of collection information in hard and digital copy and use of the Museum's Collection Management System.
- Undertake tasks associated with the Museum of Brisbane Acquisition Policy and Procedure including preparation and maintenance of acquisition documentation, cataloguing, linking images and associated documents, researching valuations, reporting on condition and location etc.
- Contribute to the ongoing development of policy and procedure.
- Support the Collection Team with object movement and handling.
- Undertake tasks associated with collection audit and asset verification.
- Investigate and document reproduction and copyright permissions for collections.
- Support the Registrar and Collection Manager to provide access to the Collections, including physical access to collection items, and access to collection information.
- Lead and role model customer focused behaviour by delivering the highest standards of service to our customers.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's WHS policies, procedures and Government legislation.

### Selection Criteria

The successful applicant will demonstrate all or most of the following:

- Demonstrated high level skills and ability in using collections management software (CMS) such as Vernon CMS, MOSAiC or Axiell EMu in a museum or gallery setting.
- Demonstrated ability to communicate with a wide range of internal and external stakeholders sensitively and effectively.
- Excellent organisational skills and attention to detail.
- Demonstrated high level skills in using software applications such as Word, Excel, Access, PowerPoint.
- Excellent knowledge of and interest in art, culture and history with a tertiary degree or equivalent experience in history, museum and/or arts administration.
- A current driver's licence

**To Apply:**

Please provide a copy of your resume and response to selection criteria, outlining your suitability for this role, to Michelle Eskola [employment@museumofbrisbane.com.au](mailto:employment@museumofbrisbane.com.au) by 5.00 pm Monday 1 February 2021.