

## **Museum of Brisbane**

### **Position Description**

<b>Position Title</b>	<b>Exhibitions Assistant</b>
Reports to	Exhibition Program Manager
Hours	Part-time (3 days per week)

### **Purpose of Position**

The Exhibitions Assistant delivers support in the delivery of the museum exhibition program, touring exhibitions, publications and other projects.

### **Key Responsibilities**

- Under the guidance of the Exhibition Program Manager assist with the coordination of the development and delivery of exhibition projects.
- Attend project meetings, prepare presentations, record meeting notes and distribute actions.
- Maintain project schedules for exhibitions and associated projects.
- Assist in the preparation of documents such as contracts, briefs, exhibition reports, risk assessments, grant and award applications.
- Assist with tasks associated with the research, development and delivery of temporary, touring and collection-based exhibitions, including coordination with suppliers and artists, logistics and administrative support to the Exhibition Program Manager. Assist with all aspects of exhibition installation/ deinstallation, including installation of objects, graphics, cleaning and other jobs as required. Assist with the compilation of data for catalogues and other projects, transcribing material from various media platforms.
- Assist with the documentation of exhibitions and management and archiving of project materials post project.
- Assist with image management including image permissions, image location, file naming and image lists.
- Obtain quotes and prepare purchase orders for sign off.
- Uphold established museum policy and procedure in relation to quarantine, IPM and collection care.
- 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.
- General support as required.

### **Selection Criteria**

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

- Studying towards a tertiary degree or equivalent work experience in a museum, gallery and/or arts organisation
- Demonstrated ability to communicate with a wide range of internal and external stakeholders sensitively and effectively
- Excellent organisational and communication skills
- Performs tasks with a high attention to detail
- Demonstrated skills in using software applications such as Word, Excel, Access, PowerPoint and aptitude to use Vernon (Collection Management System)
- Excellent knowledge of and interest in art, culture and history
- Demonstrated ability to work in a high energy team environment, while always remaining committed to achieving high quality, innovative results
- A commitment to the flexible hours that are inherent in the arts
- Object handling skills and experience desired.