
Position Title:	Curatorial Assistant
Company:	Museum of Brisbane
Location:	Brisbane CBD
Status:	Full Time
Salary Range:	\$60,000 plus superannuation Full Time

About Museum of Brisbane

The Museum of Brisbane (MoB) is dedicated to celebrating the stories, places, and people of Brisbane. As the City's leading social history and art museum, MoB offers a vibrant, inclusive and dynamic program of exhibitions and programs year-round for locals and visitors to the City.

Key Responsibilities

- Maintain object lists, databases and copyright permissions and prepare and maintain collection information using the collection Management System.
- Assist with the research, development and delivery of temporary and collection-based exhibitions, publications and other projects.
- Write text for exhibition labels/didactics and acquisition assessments.
- Respond to public enquiries.
- Liaise with stakeholders and foster relationships regarding acquisitions, copyright tasks and general enquiries.
- Present information on the Museum's exhibitions, collections and related programs to the wider team and patrons and represent the Museum at external events.
- Support the Collections team with object movement, handling and condition reports for acquisitions and exhibitions.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's Workplace Health and Safety (WHS) policies, procedures, and Government legislation.
- Other duties from time to time as required.

Selection Criteria

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

- Tertiary qualifications in Visual Art, Art History, Cultural or Museum Studies.
- Strong written and oral communication skills with ability to speak publicly and liaise with artists and other professionals.
- Excellent organisational skills to support the ability to work on multiple projects and to complete tasks on time and with accuracy.
- Demonstrated ability to work both independently and as part of a team and to creatively solve problems and work with a high degree of flexibility.

How to Apply

All applications will be managed with strict confidentiality. Please submit your resume and covering letter addressing the above selection criteria to employment@museumofbrisbane.com.au by COB **Monday 22 April 2024**.

The Museum of Brisbane is committed to diversity and an inclusive workforce. Aboriginal and Torres Strait Islander People are encouraged to apply.