



POSITION DESCRIPTION

Academic Support Office
Faculty of Arts

Collections Manager

| | |
|-----------------------------------|--|
| POSITION NO | 0046683 |
| CLASSIFICATION | PSC 7 |
| SALARY | \$88,171 - \$95,444 p.a. |
| SUPERANNUATION | Employer contribution of 9.5% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | Fixed-term position available for 2 years Fixed-term contract type: Specific Task Or Project |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Mathilde Lochert Tel +61 3 8344 5503 Email mathilde@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Faculty of Arts at the University of Melbourne will be appointing a Collections Manager with responsibility for the management of cultural objects and object display in the Arts West building, including the processing of loans, logistics, care and handling, and installation. This position will build on the work of the previous Coordinator, Object-Based Learning and Collections Manager.

The Arts West building was opened in 2016 and is specifically designed to support teaching in the Faculty of Arts, with an emphasis on active learning models and enriched class-based learning experiences. The building includes two Object Based Learning Laboratories designed to enable the full integration of object-based learning curricula into Faculty of Arts teaching programs. In addition to this, the building contains a range of integrated display opportunities which reflect the Faculty's teaching and learning, research and engagement agendas and which offer further opportunities for formal and informal student learning.

In conjunction with the establishment of the Collections Manager role, a separate academic staff position of Object-Based Learning Coordinator role will also be appointed within the Faculty's Arts Teaching Innovation (ATI) team. The Collections Manager will work closely with the Object-Based Learning Coordinator who will be responsible for supporting academic staff to embed object-engaged learning effectively in their curricula and pedagogical practice.

The position of Collections Manager will sit within the Faculty's Academic Support Office (ASO) reporting to the Manager, ASO, while collaborating with the Arts Teaching Innovation team and liaising closely with key staff across the University's Cultural collections including Collections Managers.

1. Key Responsibilities

1.1 COLLECTIONS MANAGEMENT

- ▶ Undertake and fulfil all procedural requirements related to the physical care, management and display of objects on loan to Arts West in accordance with relevant University and industry policy and practice frameworks;
- ▶ Maintain and oversee the Arts West collections management system and ensure the integrity and accuracy of all data and information relating to object management and care accordingly;
- ▶ Be responsive to industry standards and changes to best-practice both within the University and across the sector, and adapt and modify Arts West policies and practices relating to object care accordingly;
- ▶ Oversee and manage all logistics related to the loans and movement of objects into, around and out of Arts West, including oversight of design, installation, and appropriate interpretation of all collections material;
- ▶ Work directly with Collections management staff to facilitate object loans for the purposes of teaching in Arts West, and develop strong and effective working relationships;
- ▶ Act as a first point of contact for the care and management of objects in Arts West including accurate record keeping and special requirements for identified objects and oversee the correct application and installation of all disaster preparedness frameworks and procedures;

- ▶ Design and contribute to programs, workshops and other staff development activities to build capacity in the appropriate handling and treatment of cultural materials as required.

1.2 TEACHING DEVELOPMENT AND SUPPORT

- ▶ Work closely with the Object-Based Learning Coordinator and other Faculty staff to support the teaching and learning strategies and initiatives in the area of object-based learning.

1.3 ADMINISTRATION

- ▶ Manage and execute the Arts West exhibitions and associated display budget, including coordination and oversight of third-party contractors;
- ▶ Work with Faculty professional staff units including in particular OHS and Facilities to facilitate coordination of maintenance requirements particular to object-based learning and display.

1.4 INTEGRATED ENGAGEMENT

- ▶ Work with key staff across the Faculty and University (in particular the Ian Potter Museum of Art, University Archives, Special Collections, the Grimwade Centre and Chancellery Engagement) to provide opportunities for alignment between Arts West and University-wide cultural programming;
- ▶ Work closely with Object-Based Learning Coordinator, the External Relations team, and other staff in the Faculty of Arts to promote and coordinate engagement activities for students, alumni and the broader community.

1.5 OH&S

- ▶ Comply with all Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Evidence of end-to-end collections management expertise including the capacity to design, develop and implement clear processes for the application of best-practice in line with industry developments;
- ▶ Proven experience in the safe handling of works of art and cultural materials;
- ▶ Direct experience of the policy frameworks that govern working with museum grade collections, materials and objects, preferably including working with Indigenous materials;
- ▶ Excellent stakeholder management skills including the ability to work effectively with academic staff as well as internal and external collections staff at all levels so as to build rapport and create an environment of mutual trust and effective communication;
- ▶ Proven administrative skills with the ability to work on several projects simultaneously, organising and prioritising to meet specified deadlines with a minimum of supervision.

2.2 DESIRABLE

- ▶ A graduate level research qualification in a discipline relevant to the Faculty of Arts;

- ▶ Knowledge of the University of Melbourne collections for teaching and/or research;
- ▶ Experience working with digital media collections, including care, handling and display;
- ▶ Demonstrated understanding on museum collection management systems, such as EMu.

3. Special Requirements

- ▶ The appointee is required to work directly with and handle cultural objects, including at times indigenous cultural materials. The appointee is required to ensure the safe management of materials at all times including ensuring that academic staff handling materials in classroom contexts have undertaken necessary training and adhere to all relevant policies and procedures;
- ▶ Preparedness to travel off-site as required to liaise with relevant collections and collections staff at other institutions in line with the requirements of academic curriculum;
- ▶ The appointee may also be required to work outside standard working hours to facilitate after-hours classes and/or weekend intensives.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Collections Manager will work under the general supervision of the Manager, Academic Support. The incumbent will work independently to resolve day-to-day problems and will refer to the Manager, Academic Support when matters fall outside policy guidelines or require significant procedural modification. The Collections Manager is expected to be proactive and demonstrate initiative in working with all staff.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Collections Manager is expected to identify and develop solutions to problems which may require the modification of existing systems and practices. The incumbent will be required to exercise a degree of independence in the management of workload and the prioritisation of tasks.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to be cognisant of Object based learning activities, the External Relations team and cultural centres such as the Ian Potter Museum of Art, University Archives, Special Collections, the Grimwade Centre and Chancellery Engagement, to provide opportunities for alignment between Arts West and University-wide cultural programming.

4.4 BREADTH OF THE POSITION

The incumbent will develop strong links with key internal stakeholders such as the broader Academic Support Office team, the Arts Teaching Innovation team, University Services External Relations. Collaboration is required with the Arts Teaching Innovation team as is close liaison with key staff across the University's Cultural collections including Collections Managers.

The position will also liaise with University Alumni, external contractors and members of related professions.

4.5 RESOURCE MANAGEMENT

Manage and execute the Arts West exhibitions and associated display budget, including coordination and oversight of third-party contractors;

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 ORGANISATION UNIT

The Academic Support Office works in partnership to support the development, delivery and quality assurance of teaching and learning in the Faculty of Arts, particularly in the following key areas:

- ▶ Selection and Scholarships;
- ▶ Undergraduate Programs;
- ▶ Graduate Coursework;
- ▶ Graduate Research;
- ▶ eTeaching/eLearning;
- ▶ Student Programs (Enrichment);
- ▶ Tutor Induction.

7.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/>

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au.

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based

industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security,

sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>