Curator, Rare East Asian

POSITION NUMBER 0037539

PROFESSIONAL CLASSIFICATION UOM 7 - $102,338 – 110,780 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Fixed Term for 1 year

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

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For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services
STUDENT AND SCHOLARLY SERVICES
Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

Student and Scholarly Services manages the University’s libraries, scholarly and special collections, the University of Melbourne Archives, and learning systems. It provides information, research and online learning and teaching technology services to meet the scholarly needs of students and staff.

ARCHIVES AND SPECIAL COLLECTIONS
Archives and Special Collections (ASC) develops, provides care for, and facilitates access to the University of Melbourne Archives, Rare Books, Prints, Rare Music, Maps and East Asian collections. The department is led by the Associate Director, Archives and Special Collections and University Archivist. The department sits within Research and Collection Stewardship, a sub-portfolio of Scholarly Services led by the Director and University Librarian.

ASC was formed to realise the social benefit of collections through universal access, their care and development for teaching, learning and research, now and into the future.

ASC’s values include:

• Better Together - empathy, collegiality, respect and collaboration
• Service Excellence - professionalism, creativity and integrity
• Mission Focus - professional commitment, growth, and advocacy

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

ABOUT THE ROLE

Position Purpose: The Curator, Rare East Asian works with a team of curators and strategic collection specialists to oversee the development, housing, preservation, safe handling, and provision of access to the rare and valuable materials that are held in the University’s Rare East Asian Collection.

Drawing on specialist subject knowledge, the Curator, Rare East Asian provides advice to staff, students, and researchers; contributes to the development and delivery object-based-learning programs and facilitates use of the collection within the University curriculum; advises on the addition of items to the collection; enriches the collection by contributing to, facilitating, and making available collection-based research; and manages relationships with key stakeholders. The Curator, Rare East Asian works to maximise the visibility, curatorial and educational value of the collection through contribution to the development of an innovative, multifaceted program of strategic access, engagement and promotion.

This position also supports the operations of key client services, including the ASC Reading Room, as required to ensure coverage during peak periods.

Reporting line: Program Manager, Curation and Innovation
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: Staff and students across Scholarly Services and multiple faculties.
OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

- In collaboration with ASC collection management coordinators, provide oversight, advice and support for physical access, distribution, safe storage, handling, movement, and loans of Rare East Asian Collection materials, in line with standards for the care of cultural heritage materials.

- Maxmise the visibility of Archives and Special Collections through contribution to a multifaceted program of access and interpretation - including physical and digital displays and exhibitions, tours, talks, published resources, and social media – that caters to broad, interdisciplinary audiences, including academics, students, and the general public. Contribute to the evaluation of access and discovery programs.

- Undertake and support research into Rare East Asian Collection materials. Work collaboratively to develop strategic opportunities to enrich the collection by initiating, facilitating and publishing rigorous interpretive and analytical resources via physical and digital media.

- Support collections-based teaching and learning outcomes by contributing to strategic planning, developing, delivering and evaluating innovative Object Based Learning and collection literacy/research programs for students, academic staff, and researchers. This includes collaborating with academics on curriculum design to embed scholarly, collection-based resources in coursework programs; contributing to the development of e-learning modules; and providing planning and support for student or volunteer placements and internships.

- Provide specialist advice and respond to internal and external queries including reference requests, research consultations, collection data, and discovery and evaluation of relevant resources.

- Promote access and discovery of Archives and Special Collections through contribution to a strategic program of digitisation and enrichment of collection catalogues, CMS and DAMS; work collaboratively with metadata teams to ensure collection materials are appropriately catalogued, and that catalogue records are accessible.

- In line with Collection Development policies and procedures, provide expert advice, analysis, and recommendations relating to acquisition and donations to, and deaccession and from the Rare East Asian Collection, as well as collection significance and value. Ensure trust funds allocated for collection development are expended in line with compliance measures.

- Adhere to the University’s records management framework, ensuring collection records including acquisition, provenance and conservation are maintained and stored in line with compliance and quality assurance measures.

- In collaboration with University Advancement, develop and maintain strategic relationships with donors, supporters, and key stakeholders, representing Archives and Special Collections when required.
Selection Criteria:

Education/Qualifications
The appointee will have:

Post graduate qualifications in Museum or Curatorial Studies, Librarianship, or an equivalent mix of education/training and relevant experience working with cultural collections.

Completion of a tertiary qualification in East Asian Studies, languages, and/or demonstrated knowledge of East Asian cultures, particularly Chinese and/or Japanese, and education/experience working with relevant areas of cultural collection development.

Knowledge and skills:
1. Significant knowledge of East Asian history and cultural production, particularly including specialist knowledge of Chinese and Japanese publishing, print media, and rare and antiquarian books.
2. Fluency in spoken and written Chinese and/or Japanese.
3. Demonstrated curatorial skills and experience in the development and delivery of exhibitions, access programs, and interpretive materials for diverse audiences, in particular students in an academic setting.
4. Demonstrated material handling skills for cultural collections, and knowledge of museum or cultural heritage practices.
5. Experience in the development of cultural collections, including assessments of significance, value and curatorial, educational, research or engagement potential.
6. Experience in catalogue maintenance and enrichment, condition reporting, use of collection management software, and an understanding of the core principles of strategic collection management.
7. Strong communication skills and the ability to work collaboratively across a multifaceted organisational context.
8. Demonstrated knowledge of current and emerging technologies for collection management and access, including a variety of web applications and learning technologies.

Desirable:
1. Understanding of learning, teaching and research issues in the Australian higher education sector, especially as it relates to East Asian studies.
2. Familiarity with tertiary educational institutions and their operations, particularly libraries, galleries and museums, or cultural collections.
3. A history of publication, conference papers, or other scholarly outputs relevant to East Asian Studies, Library and/or Museum Studies or associated disciplines.
Other job related information:
Infrequent out of hours work to support the delivery of engagement events.

Special Requirements:
Employment in this position is conditional upon receipt and maintenance of a Working with Children Check