Collection Manager – Exhibition Projects

POSITION NO 0057750
CLASSIFICATION UOM 6.0
SALARY $89,182 - $96,536 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full Time
BASIS OF EMPLOYMENT Fixed Term until December 2023
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-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 Trish Stokes head of Collection Management
Tel +61 417 582 217 to request a return call
Email trish.stokes@unimelb.edu.au
Please do not send your application to this contact

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

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Museums and Collections Department is responsible for exhibition programming across five University venues: Old Quad, Grainger Museum, The Ian Potter Museum of Art and Science Gallery Melbourne at the Parkville Campus. and Buxton Contemporary at the Southbank Campus.

Reporting to the Senior Collection Manager, the Collection Manager – Exhibition Projects works closely with the Collections team and members of the Curatorial and Exhibitions Teams within the Museums and Collections Department to achieve the successful and safe delivery and dispersal of exhibitions.

1.1 KEY RESPONSIBILITIES

- Represent and advocate for Collection interests in exhibition project teams, facilitating display and conservation requirements for all exhibition content
- Co-ordinate inward loans for temporary exhibitions, including but not limited to issuing of agreements, arranging packing, freight and insurance as required
- Maintain accurate and up to date records for all objects included in exhibition projects.
- Contribute to the ongoing development and enhancement of collection documentation standards, workflows and guidelines
- Ensure collaboration with Indigenous colleagues and Committees to support First nations perspectives are appropriately authored and embedded in collection documentation.
- Adhere to all obligations, responsibilities and requirements under relevant legislation and guidelines, upholding high standard of conduct and technical expertise in accordance with accepted international museum best practice standards
- Work in an interdisciplinary manner as required across project teams and Cultural Commons initiatives and contribute to the realisation of University of Melbourne vision, mission and strategic direction

2. Selection Criteria

2.1 ESSENTIAL

- Experience in the management of local and international loans, commissions for large scale exhibitions and projects, including contract management, logistics and risk management.
- Experience in developing and implementing risk mitigation strategies relating to the handling and display of works of art, including packing/unpacking, movement, storage, and presentation in the exhibition design context.
- A working knowledge of conservation principles, including the ability to make informed initial condition assessments, identify condition issues, review and sign off on condition reports for incoming loans
Experience in working with EMu Collection Management system or similar to document both objects and a range of collection management transactional activities

Experience working with a wide range of stakeholders including private and public lenders to exhibitions, freight companies, packing companies and insurance brokers.

Ability to prepare registration budgets, manage and track budget expenditure and work to timelines.

Ability to work independently and collaboratively within a multi-disciplinary team, displaying initiative, and respect for colleagues and others. Self-motivated, with a flexible and adaptable attitude in a dynamic work environment.

A relevant tertiary degree and/or a combination of education, training and relevant sector experience

2.2 DESIRABLE

Experience working within the Higher Education sector and/or a large complex organisation.

Current Drivers Licence

2.3 OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.

Occasional work out of ordinary hours for travel, receipt and dispatch of freight shipments, attendance at events

The incumbent will be required to work at any of the Collection sites, including but not limited to Parkville, Brunswick, Southbank and Tullamarine

The incumbent will be required to use manual handling equipment including trolleys, dollies, pallet jacks and platform ladders and operate small electrical tools such as drills, screwdrivers.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the Senior Collection Manager, the Collection Manager–Exhibition projects will be part of a small collaborative team, including from time to time contractors and casuals. The incumbent will be responsible for maintaining and applying local guidelines and processes that promote best practice. The Collection Manager – Exhibition Projects will ensure effective and efficient application of resources to deliver projects.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Collection Manager – Exhibitions Projects requires the ability to work with staff, stakeholders and external partners with diplomacy, judgement and sound problem-solving skills.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
Professional knowledge is required, which comes from professional qualifications and/or professional experience in cultural collections management or registration, or arts management. The Collection Manager – Exhibition Projects is required to have sound knowledge and understanding of professional codes of practice and ethics, legislation and domestic and international guidelines for the management and stewardship of cultural collections.

3.4 RESOURCE MANAGEMENT

The Collection Manager – Exhibitions Projects will be part of a small collaborative team, including supervising contractors and casuals. The incumbent will be responsible for maintaining and applying local guidelines and processes that promote best practice. The Senior Collections Manager will ensure effective and efficient application of resources to deliver projects.

3.5 BREADTH OF THE POSITION

Chancellery-led strategy and initiatives are developed consultatively and impact at the University-wide level. It is essential that the Senior Collections Manager has the conceptual, analytical and people skills to operate across this breadth of scope and is able to develop the networks to facilitate positive outcomes through influence.

4. 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.

5. 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:
These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

The Museums and Collection Department aims to build a collaborative and flexible network around the University’s cultural assets to enable students, staff members local and global communities to gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

The objectives of the Department are as follows:

- To further the University’s academic mission through new pedagogical and engagement opportunities;
- To respect the past and lead into the future by providing a platform for students, staff and communities to gain access and an understanding of the contemporary and traditional cultures, values and knowledges of Indigenous Australians, and
- To serve the community within and beyond the campus boundaries by capitalising on the University’s substantial cultural estate to build a global reputation, student and public engagement.

The Department sits within the Strategy and Culture Division of The University of Melbourne which includes Policy and Government Relations; University Governance; Strategy, Planning and Performance; Community and Cultural Partnerships; Marketing and Communications; and HR & OHS. The Vice-President (Strategy and Culture) works closely with the deans and other members of the University’s senior leadership team to develop and implement University strategy and associated initiatives.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.3 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

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 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 https://about.unimelb.edu.au/strategy/governance