POSITION DESCRIPTION

Position Title: Art Registration Officer
Organisation Unit: UQ Art Museum
Position Number: 3019694
Type of Employment: Full time, Continuing
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The External Engagement portfolio, of which the UQ Art Museum is a member, includes UQ Press, Aboriginal and Torres Strait Islander Studies Unit (ATSISU), The Office of the Pro-Vice-Chancellor (Indigenous Engagement), Future Students and Enterprise Division, UQ Advancement and the Office of Marketing and Communications. The shared mission of the portfolio is to facilitate the ‘One UQ’ principle to transform the University of Queensland’s version of knowledge leadership for a better world into reality.

A key aim of the UQ Art Museum is to foster critical enquiry, enjoyment and appreciation of art and visual culture. We aim to stimulate debate and dialogue across all UQ disciplines, to encourage participation by diverse audiences, and to enhance the campus experience of UQ students. We are committed to providing UQ students with professional skills and practical training in art museum management.

The University of Queensland Art Museum (UQ Art Museum) is located in the James and Mary Emelia Mayne Centre on The University of Queensland’s St Lucia campus, and is recognised as one of the nation’s most significant university art museums. Through an active range of exhibitions, public programs and publications, the Art Museum seeks to engage with the University and broader community, and welcomes a diverse audience.

The University of Queensland began collecting art in the early 1940s and is now home to one of the largest public art collections in Queensland. As custodian of the Collection, the Art Museum is charged with acquiring, preserving and presenting Australian art, with a particular emphasis on Queensland art. The Art Museum has an active program to purchase innovative contemporary art, while historic works of art enter the Collection primarily through gifts and bequests. A dialogue with local and global perspectives, creative practice and critical discourse is explored through exhibitions and educational programs.

Information for Prospective Staff

Information can be found at https://www.uq.edu.au/uqjobs.
DUTY STATEMENT

Primary Purpose of Position

This position is the deputy to the Senior Registrar and as such possesses a scope of duties that extends across all aspects of registration and collection management. This position also functions as support to the Senior Registrar. While the position may be required to undertake various duties within the scope of registration and collection management operations, a major focus of duties is incoming and outgoing loans of works of art.

Duties

Regarding registration tasks and associated items, this position’s duties and responsibilities include but are not limited to:

- Using museum industry standards and the University’s policies and procedures, negotiate with institutional and private lenders, artists, commercial galleries, government and private organisations, and copyright holders on behalf of UQ Art Museum. This includes incoming and outgoing loans, purchases and gifts of works of art, loan agreements, insurance, rights and reproduction licenses, copyright, condition reports, and lender communication.

- Source, negotiate and manage logistics and costs including packing and crating, insurance, shipping and transportation for UQ Art Museum projects, and produce internal and loans reports at the conclusion of UQ Art Museum projects.

- Manage registration documentation for UQ Art Museum projects in paper-based and digital files, including the Ke EMu database.

- Negotiate new and retrospective copyright and image reproductions of works. Produce and manage related documents in accordance with copyright law and the University’s policies and procedures.

- Supervise and train staff, interns and/or volunteers allocated for registration tasks where required including the preparation and presentation of specific registration projects.

- Be conversant with the scope of principles and procedures in the UQ Art Museum Registration domain.

- Under the supervision of the Senior Registrar undertake other projects as required. Deputise for the Senior Registrar when required.

- Work across the UQ Art Museum, the wider University and other partners to realise the UQ Art Museum’s projects and as part of the UQ Art Museum team possess a commitment to share ideas and propose and implement new work practices.

Other

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the
University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities)

Reporting Relationships

The position reports to the Senior Registrar

SELECTION CRITERIA

Essential

- Degree level qualifications; or an equivalent combination of relevant experience and/or education/training.
- Proven experience in the conduct of administrative work, including the ability to review work practices and update procedures and processes or the demonstrated ability to rapidly acquire such knowledge.
- Demonstrated knowledge and understanding of copyright policy and procedures.
- Proven understanding of national and international incoming and outgoing loans.
- Experience with using a wide range of computer applications, especially databases in a network environment (particularly Microsoft Excel) in a large to medium sized organisation or the demonstrated ability to rapidly acquire such knowledge.
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Administrative experience in the art gallery/museums sector, particularly University art museums.
- Experience in KE EMu database.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated. Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.