POSITION DESCRIPTION

Position Title: Curator – Marks-Hirschfeld Medical Museum
Organisation Unit: Faculty of Medicine
Position Number: 3048408
Type of Employment: Part-Time Continuing
Classification: HEW Level 7

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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 $11 billion+.

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

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.
DUTY STATEMENT

Primary Purpose of Position

The Museum Curator is primarily responsible for day-to-day and strategic oversight of the Marks-Hirschfeld Museum of Medical History, which is based at the Mayne Medical School building at Herston. The museum houses one Australia’s finest collections of medical instruments and memorabilia in Australia, estimated at 5000 items and 500 photographs make up our collection; ranging from medical equipment and instruments, to furniture, other medical memorabilia and even the bibliographic index of Queensland doctors, our collection tells the rich history of medicine in Queensland.

The role directly manages the collection, plans and hosts tours and exhibitions, and participates in community outreach. Additionally, the Museum Curator works cooperatively with the Curator and patrons of the Integrated Pathology Learning Centre (IPLC) at the Royal Brisbane and Women’s Hospital, Herston.

Duties and responsibilities include, but are not limited to:

- Manage the museum collection and oversee projects and duties associated with the recording, cataloguing, handling, storage, regulation of access and displaying of specimens in accordance with curatorial and conservation requirements.
- Manage stocktakes and routine exhibit/specimen condition audits and implement maintenance programs to ensure the collection is properly preserved and specimens restored.
- Oversee requests, loans and transfers to other sites for teaching and exhibitions, and use technology to record and track their movement and ensure data accuracy and integrity for audit purposes.
- Develop, review and continually improve processes to ensure the museum operates effectively, achieves high service standards, promotes a positive cultural experience, and is compliant with UQ policies and procedures and related legislation.
- Plan and engage in community outreach and promotional activities, and disseminate information through collection and exhibit catalogues, tours by external groups, and the Faculty website.
- Perform duties associated with the supervision of volunteers including induction, training, and mentoring.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
Organisational Relationships

The position reports to the Faculty Executive Manager, Faculty of Medicine.

SELECTION CRITERIA

Essential

- Completion of a relevant degree and at least four years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education and training.
- Demonstrated experience in managing a museum collection including developing the collection, use of multimedia and audio-visual platforms for running exhibitions and electronic database management.
- Demonstrated project management skills including budgeting, managing resources, reporting, and identifying and achieving cultural and exhibition objectives.
- Ability to plan and work independently, to prioritise own workload and that of other staff, within appropriate timeframes, to meet organisational goals.
- Excellent interpersonal skills including the ability to communicate and network with staff, students, professionals, the museum community and the public.

Desirable

- Graduate qualification in Museum Studies or Health and Science.

*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 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 recruitment@uq.edu.au.*