

## POSITION DESCRIPTION

<b>Position Title:</b>	Assistant Registrar (Collections and Storage)
<b>Organisation Unit:</b>	UQ Art Museum
<b>Position Number:</b>	3026623
<b>Type of Employment:</b>	Continuing, Full time
<b>Classification:</b>	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 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 45<sup>th</sup> 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 \$11billion+.

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 UQ 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 UQ 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 about the UQ Art Museum may be accessed on the Museum's web site at <https://art-museum.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 purpose of the role is to assist in the management of the UQ Art Collection and the operation of UQ Art Museum's collection storage facilities. The Assistant Registrar (Collections and Storage) ensures all artwork including new acquisitions and loans are managed to international museum standards and that procedures are followed with regard to access to the works and storage facilities. With assistance from the Registration team, the Assistant Registrar is the primary person responsible for physically moving the Collection.

## Duties

Duties and responsibilities include, but are not limited to:

### Collection

- Ensuring the Collection and all artworks in the temporary custody of the Museum are correctly labelled, recorded, handled, packed, moved and stored to international museum standards.
- New acquisitions are condition checked and documented, accession numbers affixed, artworks packed for permanent storage, and hardcopy and EMu records are updated, with reference to conservation and cataloguing guidelines.
- Assisting with the outgoing loans program by preparing condition reports, and working with the Museum Preparator to assess conservation and packing requirements, and condition checking artworks upon return.
- Maintaining location integrity of Collection within the EMu database by ensuring the accurate recording of all internal movements, and by conducting regular inventories. In consultation with the Senior Registrar undertake the yearly stocktake of the Collection, in accordance with the asset and audit compliance procedures.

### Access

- Providing access to the Collection by external researchers, students and academic staff for the academic programs of the University, including facilitating artwork requests and movements for the Collection Study Room.
- Overseeing and instructing the correct handling and registration practices for artworks in the Collection by casual staff, students, and volunteers and interns as required.
- Assisting with the documentation, photography and research of the Collection within: hardcopy and electronic object/artist files; the EMu database; and the Art Collection Online.
- Coordinating copyright licences and reproduction requests for artworks in the Collection, including contacting artists and their agents or estates, and ensure copyright and reproduction documentation is maintained.

### Storage Facilities

- Developing and maintaining procedures for pest management and security requirements, and ensuring environmental controls are operating effectively within collection storage facilities by liaising with, and providing access to the University's Property & Facilities Division and contractors.
- Researching and providing planning advice, cost estimates and recommendations for storage solutions for the ongoing management and development of the Collection storage facilities. Maintaining specialist supplies for conservation management and packing.

- Ensuring storage areas and workrooms are kept tidy and comply with Occupational Health and Safety standards.

#### 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 Senior Registrar.

The position has delegated responsibility for the coordination and supervision of paid and unpaid student assistants including volunteers, casual staff, bursary holders and interns.

## SELECTION CRITERIA

### Essential

- Degree in visual arts, museum studies or arts administration; and/or an equivalent combination of relevant experience and/or education/training.
- Understanding of and experience in the methods of handling, packing, storing, moving and transporting works of art in all mediums including digital and audio-visual artworks to international museum and conservation standards.
- Demonstrated experience using specialist collection management databases, including artwork accessioning; data entry; reporting; and maintenance of photographic data.
- Understanding of copyright legislation and its application within museums and galleries.
- Knowledge of art facilities management including art storage practice, tool and equipment usage, and the ability to manage external contractors and undertake quality control processes.
- Well-developed communication skills including the ability to liaise and negotiate in order to successfully manage conflicting priorities and multiple tasks.

### Desirable

- Willingness to develop skills and knowledge and undertake new challenges.
- Experience housing artworks for storage and building custom storage solutions.

*This role is a full-time position; however flexible working arrangements may be negotiated.*

*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.*

*Accessibility requirements and/or adjustments can be directed to [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au).*