

University Student – Heritage and Museums

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Heritage and Museums Coordinator	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 1

Position Purpose

This position will provide general administrative and operational support and assistance to Council's Heritage and Museums sector.

Key Responsibilities and Outcomes

As a University Student – Heritage and Museums and member of the Cultural Services department you will:

- Contribute to the development of the local history and museums collections including digitisation, conservation, accessibility, and disaster preparedness to ensure a well-cared for, diverse and representative collection.
- Assist and collaborate across Heritage and Museums in the development and delivery of exhibitions and public programs, internal processes, and procedures.
- Participate in staff training and development and contribute to a positive working environment.
- Work cooperatively within a team-based environment.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Enrolment and progression towards a tertiary qualification in Library and Information, Cultural or Museums studies.
- Demonstrated ability to provide positive customer experiences.
- Demonstrated numeracy, keyboard and verbal and written communication skills appropriate to the role.
- Well-developed written and oral communication skills including the ability to engage with broad range of people who use public libraries.
- Demonstrated self-motivation, initiative, and the ability to exercise independent judgement within the parameters of the role.

Qualifications

- Current Confirmed Suitability for Child Related Employment from the Blue Card Services (Working with Children Check)

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.