

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Museum Officer

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Museum Leader	<b>Direct Reports</b>	No

### Position Purpose

Support the day to day operations of a museum to deliver positive visitor experiences.

### Key Responsibilities and Outcomes

#### Operational

- Assist with overseeing routine museum operations that presents a continual exhibition program and delivers centrally and locally developed public programs.
- Assist with the development, promotion and delivery of public programs and events that increase and diversify visitation.
- Provide positive visitor experiences by ensuring welcoming and engaging museum spaces.
- Oversee museum team members' delivery of routine work tasks and assist in the development of their skills and experience.
- Actively contribute to a high performing and positive team environment within Heritage and Museums and the broader Cultural Services Department.
- Support the preparation of venue performance reporting and the development and review of museum processes and procedures.

#### Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience

- Sound experience and knowledge in the operations of a visitor-focused cultural facility.
- Solid experience in overseeing staff to deliver high quality visitor experiences and day to day administrative tasks.
- Sound experience and knowledge in the development and delivery of public programs.
- Well-developed interpersonal and time management skills, with a focus on the provision of exceptional visitor experience.
- Sound experience collating data and preparing reports.

### Qualifications



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- Certificate III in Information and Cultural Services or extensive relevant experience.
- Current Confirmed Suitability for Child Related Employment from the Queensland Commission of Children and Young People (Working with Children Check) or ability to confirm suitability within two months of engagement.
- Current C class drivers' licence.

*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 employees to perform other duties at their discretion.*