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### Position Description

<b>Position Title:</b>	Museum Curator
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	309632
<b>Faculty/Office:</b>	Service Delivery
<b>School/Division:</b>	Faculty SDC Science
<b>Centre/Section:</b>	Technical Science
<b>Supervisor Title:</b>	Technical Manager (interim)
<b>Supervisor Position Number:</b>	315226

### Your work area

The Technical Team provides support to the Faculty in line with the defined teaching and research goals, with a focus on high performance and compliance with the University's Work Health and Safety Program. The team operates across a broad portfolio including Information Technology, Laboratory and Infrastructure Management, Analytical Services, Technical Workshops, Asset Management and Occupational Health and Safety

Operating the E. de C. Clarke Earth Science Museum is an integral part of this role and the Museum represents a focal point for the School of Earth Sciences engagement with our community and alumni. The Museum has superb displays and activities relevant to mineral geoscience, petroleum geoscience, geochemistry, geochronology, hydrogeology and marine geoscience and is looking to expand its digital interactive elements to further promote earth sciences to the wider community. It is an important part of University of Western Australia Cultural Precinct.

### Reporting structure

Reports to: Technical Manager

### Your role

As the appointee you will, under broad direction (and limited supervision) take direct responsibility for running the E. de C. Clarke Earth Science Museum and provide important support for first year earth science teaching, curatorial activities for materials held by the School and the promotion of earth sciences to the community.

You will work closely with the academic staff and students in the School. There is considerable potential to develop new displays and activities, especially 3D and interactive displays

You will be required to advise on safety in relevant areas.

### Your key responsibilities

Provide expertise in the support of practical teaching ensuring that specimens are available in appropriate quality and quantities as prescribed by unit coordinators for practical classes. Provide technical support in the setup of class materials in the First Year Geology Laboratory

Curate and maintain records of museum resource specimens and provide authoritative information on the museum's collection, including research theses, to the UWA community, other educational institutions and museums, as well as the general public

Coordinate the E de C Clarke Earth Science Museum display, teaching specimen collections and thesis library, and play a key role in the creation of a dynamic environment including interactive displays, simulations and hands-on activities

Organise and coordinate community and outreach events such as primary and high school visits, marketing initiatives and prospective student activities, and undertake a leading role in the School of Earth Science UWA Open Day planning and activities. Facilitate and coordinate general access to the museum's exhibits

Direct and supervise volunteers working in the museum under the 'Friends of the Museum' initiative

Coordinate all aspects of occupational safety and health for the museum's area of responsibility in line with UWA safety and health policy and guidelines

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification in Earth Science or demonstrated equivalent competency

Substantial relevant museum curator experience in setting up displays, activities, or curation, or skills that demonstrate capacity to transform the Museum with increasing digital technologies into the future

Highly developed written and verbal communication and interpersonal skills, and ability to interact with work colleagues and students, and present technical and scientific concepts to members of the public and school-age children

Highly developed organisational skills and demonstrated ability to set priorities and work to deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Demonstrated sound practical knowledge of rocks, minerals and fossils and other relevant scientific knowledge commensurate with qualifications

Demonstrated skills in obtaining and utilising information from a variety of public data sources and generating and maintaining databases

### **Special requirements**

Current Working with Children Check (or to be obtained)

Current National Police Clearance Certificate

Current 'C' class driver's licence

### **Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.