



ASSISTANT CURATOR, AUSTRALIAN MUSIC VAULT & MUSIC COLLECTION

Position Description

Collections, Research and Exhibitions

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history.

The objectives of the Business Unit are:

- To be Australia's leading museum for the performing arts and create a world class venue to showcase the Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection.
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning.
- To deliver the Australian Music Vault in collaboration with the Australian music industry

The Role

This purpose of this position is to assist with the development and delivery of public outcomes including exhibitions, displays, and online content. The position also assists with the interpretation, development, documentation and promotion of the Australian Music Vault and Music Collection.

Type	Part-time 0.6
Reports to	Senior Curator, Australian Music Vault & Music Collection
Direct Reports	N/A
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 2.2
Key Relationships	Internal Senior Curator, AMV, Curator, AMV core team and broader organisational AMV project team, Collections team. External Stakeholders including donors, lenders, industry partners, contemporary music supporters, researchers, and related institutions.
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	June 2021

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

Relevant tertiary degree in an area relating to Australian performing arts or social history, within a Museum Studies or Curatorial Studies framework or equivalent work experience in a museum, gallery or cultural environment.

Your skills and attributes

- An understanding of Australian contemporary music sector and its history within a social history context
- Knowledge of national and international principles, practices, standards and ethics relating to the interpretation and display of cultural collections
- Understanding of cultural significance as it relates to collection development and in processes and practices associated with cataloguing, storage and handling of cultural material

Desirable

- Experience with collection management and location software such as EMu and MV Wise and digital user experience and content management systems.

Accountabilities

- Actively contribute to the success of the Performing Arts Pillar and Arts Centre Melbourne.
- Under the broad direction of the Senior Curator, AMV perform tasks to support the development and delivery of high quality exhibitions, displays, and online content for the Australian Music Vault.
- Under the broad direction of the Senior Curator, AMV perform tasks associated with the development of the contemporary music collection by following up potential acquisitions and preparing acquisition proposals and preliminary collection registration lists.
- Develop and maintain effective working relationships and strong partnerships with a broad range of key internal and external stakeholders including other national and international collecting institutions and content providers
- Comply with ACM policies and procedures and relevant legislation and regulations

Decision making:

- Under the broad direction of the Senior Curator, AMV assist in assessing incoming donation offers from members of the music industry and general public.
- A moderate level of autonomy is required for operational and stakeholder management.

Working environment/physical requirements:

- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- This position involves manual tasks associated with object preparation and movement, and the preparation and packing of collection material including:

- Ability to climb step ladders
 - Reach above shoulder and below knee height,
 - Remove archive boxes from shelving
 - Manually operate mobile shelving
 - Retrieve and replace oversize items from plan drawers
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- Open and close packing crates,
 - With appropriate training, willingness to use other materials handling equipment such as pallet jacks and automated box lifters.
 - The position may involve local, interstate or international travel
 - Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
 - Undertake general office work with a strong emphasis on the use of computers and digital technology

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.
- **Equity** – fairness & justice.