

# Role Description

**Position Title** Museum and Gallery Assistant

**Position Number** CUL033

## Purpose of Role

Provide museum and gallery visitors with positive visitor experiences and showcase the regions cultural diversity.

## Specific Responsibilities

Oversee routine venue operations, including volunteer management, prioritisation of tasks, facility presentation and the delivery of public programs.

Promote Council's galleries and museums as key cultural facilities and provide positive visitor experiences through a sound knowledge of exhibitions, programs, collections, resources and procedures.

Assist in the installation and demounting of exhibitions, ensuring compliance with policies, procedures and processes.

Assist with gallery and museum retail operations including selection and display of merchandise, cash handling, stock control and inventory.

Assist with the planning of opening events and functions, including the service of food and beverages, ensuring compliance with responsible service of alcohol procedures and processes.

Assist with collection management including data entry into the gallery and museum collection database, cleaning and treating items, updating records sheets and accessioning and marking objects.

## Work Experiences and Skills - essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Demonstrated time management skills to achieve effectiveness in managing conflicting priorities and meeting deadlines.

Demonstrated ability to use the Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences - essential

Certificate III in Arts Administration or other relevant field.

Current C class driver's licence.

Current Responsible Service of Alcohol certification.

Current Queensland Working with Children Blue Card or willingness to apply for prior to commencing work and provide evidence of suitability within 2 months of engagement.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

