



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CURATORIAL COORDINATOR (ABC ARCHIVES INDIGENOUS UNIT)
Position no:	50060026
Team:	[Product & Content Technology]
Department:	Content Management
Location:	Ultimo
Reports to:	ABC ARCHIVE INDIGENOUS UNIT MANAGER Reporting to Position No
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5-6]
HR Endorsement:	12/08/2021

### Purpose

Contribute to curatorial projects related to ABC Archives Indigenous content collections, including the provision of cataloguing and access services.

### Key Accountabilities

- Under limited direction of the ABC Archive Indigenous Unit Manager, contribute significantly to the interpretation and description of the ABC Archives collection from an Indigenous perspective.
- Access, acquire, manage and preserve ABC Archives content using ABC Content Management systems and ABC production tools.
- Catalogue items from the ABC Archives collections with a high level of accuracy, in accordance with ABC and Content Management guidelines, protocols and standards.
- In collaboration with the ABC Archive Indigenous Unit Manager, research, identify and surface Indigenous voices in the ABC Archives collection, including:
  - Identifying opportunities for the ABC Archive Indigenous collections to be used and repurposed in ways that are culturally appropriate and respectful; and
  - Sharing ideas on how programming can include Indigenous content and stories.
- Prioritise Indigenous content for digitisation, migration, and consignment to the National Archives of Australia.

- Contribute to the development of cataloguing guidelines, procedures, and standards for the description of ABC Archive Indigenous content.
- Under the limited guidance and direction of the ABC Archive Indigenous Unit Manager, and in accordance with best practice and cultural protocols, contribute to strong and positive connections with Indigenous Elders, Knowledge Holders, and their Communities to build effective networks and working relationships with the ABC.
- Work collaboratively within a team environment and contribute significantly to team planning and discussions to support the delivery of team objectives.
- Assist ABC Archive Indigenous Unit Manager in facilitating training workshops for ABC staff relating to the management and use of Indigenous content, including use of culturally appropriate frameworks. Ensure high level of collections management practice is maintained within culturally appropriate framework.
- Support the delivery of collection access services, including resolving generally complex research requests and enquiries.
- Participate and contribute to additional projects as required
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

## Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or equivalent skills, knowledge, and experience in the delivery of curatorial or collection management services.
2. Demonstrated highly advanced experience working with Aboriginal and/or Torres Strait Islander communities and cultural collections.
3. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
4. Detailed understanding of and highly advanced ability to apply cataloguing standards and principles across a range of resources and systems with a high level of accuracy.
5. Highly advanced organisational and time management skills with the ability to work effectively, both independently and within a team, and adapt to changing workflows and priorities.
6. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

