

## Registrar, Music and Art

### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

### About the Business Unit

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

### About the Position

#### Primary Purpose

The role is responsible for developing and maintaining the official record of Arts Centre Melbourne's Music and Art Collections within the State Collection of the Performing Arts and Public Art Collections. The role also manages and documents Music and Art Collection objects selected for Arts Centre Melbourne exhibitions, including touring and other access programs.

The role develops and implements best practice standards related to the physical, intellectual, legal control, digitisation, storage, display and transport of the Music and Art Collections including associated hardware. It also develops and leads program initiatives aimed at identifying, prioritising and managing projects that will reduce historic documentation backlogs.

#### Reports to

Collections Manager

#### Direct Reports

Volunteers  
Student Interns

<b>Key Relationships</b>	<b>Internal</b> ACM Collections team, Facilities team, Finance team, Philanthropy team
	<b>External</b> Contractors, collection donors and supporters, other collecting institutions, and other industry professional bodies
<b>Position Type</b>	Full time
<b>Salary Classification</b>	3.2
<b>Financial Delegation</b>	-

Key Criteria	
Qualifications	An appropriate tertiary qualification. Post graduate qualifications in Museum Studies or an equivalent qualification.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in the area of collections management, and in particular, the processes and procedures involved in acquisition, registration, digitisation, condition reporting, preventive conservation, collection handling, rehousing, storage, location tracking and transport.</li> <li>• Demonstrated experience in exhibition projects including advising, performing, managing and delivering best practice documentation, location tracking, security, handling and transportation, installation and display requirements, budgeting and multi venue tour requirements.</li> <li>• Demonstrated experience in project management, organisation and planning skills; proven ability to manage competing deadlines, work on multiple projects simultaneously and deliver projects to tight deadlines and within budget.</li> <li>• Extensive knowledge and demonstrated experience of national and international principles, practices, standards and ethics relating to the documentation, management and exhibition of cultural collections.</li> <li>• Demonstrated experience, competency and understanding of contemporary computer systems such as MS Office suite, collection management and location software such as EMu and MV Wise and digitisation software and equipment such as the Adobe suite, flat bed and film scanners and digital SLR cameras.</li> <li>• Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing, consulting, collaborating and reporting with senior management, peers, reports, donors, and other related external contacts.</li> <li>• Demonstrated experience with performing risks assessments, meeting compliance with policies and developing innovative processes and procedures.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• A commitment to the delivery of service excellence.</li> <li>• Sound knowledge of Australian performing arts history and practice and its associated material culture.</li> <li>• Current driver's licence</li> </ul>
Other (ie legal or physical)	The position will require physical 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, push trolleys between Arts Centre Melbourne buildings in St. Kilda Road precinct and with appropriate training, willingness to use other materials handling equipment such as pallet jacks and automated box lifters.

## Accountabilities

- Actively contribute to the success of the Performing Arts Division and Arts Centre Melbourne
- Initiate, develop, perform and manage best practices required for the acquisition, registration, condition reporting, digitisation, preventive conservation, handling, rehousing, storage, location tracking, audit and transport of Music and Art Collections including managing any backlog projects, according to defined standards, procedures and style guides.
- Attend pending acquisition meetings and ensure Music and Art Collection acquisitions are suitably treated before entering the stores, are allocated current and permanent locations, are suitably tracked with all metadata is captured.
- Ensure priority registration projects are completed according to work planning.
- Manage and perform the digitisation of the Music and Art Collections as required during new acquisition, exhibition and backlog registration projects using the latest technology and methods.
- Contribute to the Master Storage Plan with respect to the storage of the Music and Art Collections.
- Manage the logistics and location tracking associated with the storage, retrieval and display of the Music and Art Collections and associated hardware.
- Perform risk assessments to minimise damage associated with the agents of deterioration with respect to the preservation, handling, storage, display and transport of the Music and Art Collections.
- Attend exhibition project team meetings and perform associated documentation including condition reporting and tracking. Provide authoritative advice on issues associated security and handling, display and transport of the Music and Art Collections.
- Manage aspects of ACMs Touring Exhibition program related to the Music and Art Collections, including physical handling, packing/unpacking, mounting, documentation, installation and de-installation, freight, security, and risk management for collection objects, audio-visual equipment and hardware.
- Develop and manage a program of exhibition maintenance and cleaning for hardware, audio-visual and objects related to the Music and Art Collections.
- Manage volunteer and student intern projects associated with the Music and Art Collections.
- Contribute to the development of overall operating procedures and systems for the management of Arts Centre Melbourne collections.
- 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

- The role provides authoritative advice on acquisition, registration, digitisation, handling, display and storage of the Music and Art Collections.
- The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- The role develops strategies in association with the Collections Manager to establish documentation and program initiatives to identify, prioritise and manage the registration of collection material.
- In collaboration with the Collections Manager the position develops and modifies operational procedures and consults with senior staff and peers.