

Patricia Begg Internship

Position Description

Collections

The Arts Centre Melbourne Collections business unit sits within the Performing Arts pillar and is responsible for delivering a breadth and range of exhibitions that meet ACM's curatorial framework objectives. The collections objectives are:

- To be Australia's leading museum of performing arts and create content and exhibitions of national significance.
- 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 artists and celebrate their role in the visual and performing arts.
- To support contemporary practitioners through active collecting, exhibiting, and commissioning of new work.
- To deliver the Australian Music Vault in collaboration with the Australian music industry.

The Role

The Patricia Begg Intern

Thanks to generous philanthropic support, this internship will provide a rare and valuable opportunity within the nation's largest collection of performing arts history for a qualified graduate to assist the APAC to increase public access, support research outcomes, improve public engagement and dissemination of knowledge.

Working with the Research Coordinator, the Patricia Begg Intern will provide assistance to the Collections team, gaining experience and developing understanding of working holistically with a collection, its use, processing and care for public access through the Research Service.

The role will also work alongside Registrars, and Curators receiving guidance in collections documentation, storage management and practical handling, along with exposure to acquisitions processes and collections care.

This internship offers valuable insight, cultural sector and industry experience to support an early career professional.

Type	Part time 0.4FTE (The internship will ideally be completed within 6 months)
Reports to	Research Coordinator, Collections
Direct Reports	NA
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 1.2
Key Relationships	ACM Collections, Philanthropy. External relationships: Researchers and general public making enquiries of the collection.
Delegation	NA
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) SGA Employee under the ACM Enterprise Agreement 2022
Last Reviewed	September 2023

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

Tertiary degree in a relevant area in one or more of the following disciplines: Museum Studies, Librarianship and / or information management, Archives. Previous experience in a similar role is not required.

Your skills and attributes

- Proven experience with Microsoft Office.
- Well-developed verbal, interpersonal and written communication skills and capacity to work effectively and collaborate, influence and negotiate with team members.
- Proven ability to establish and maintain excellent communication and relationship with clients.
- Demonstrated ability to work within a team-setting to deliver projects, to manage and prioritise activities as a team to meet project timelines.
- Proven experience with and understanding of current technology, operating systems and applications; and the ability to learn new technology systems such as the collections EMU database.
- Problem solving skills.
- Strong attention to detail.

In the role you will

Accountabilities:

- Assist in the provision of a professional service to clients requesting information and physical access to the Collections as required by responding to emails and phone calls.
- Develop and maintain current and accurate knowledge of the Arts Centre Melbourne Collection.
- Assist the Research Coordinator with managing the Research Service Booking system.
- Retrievals and returns of collection materials for research appointments.
- Facilitating researcher visits booked into the Research Service, including greeting clients, and supervision of research.
- Assist with the development of displays, for presenting in the Collections storage, research, and educational facility, or in the displays throughout the buildings.
- Assist with collections processing of new or potential acquisitions, including listing, rehousing.
- Assist in collection cataloguing, records editing and enhancement and database tracking of research visits and to gain experience, under the direction of expert staff.
- Assist the Research Coordinator in library activities such as processing new books into the library and conducting a stock take of the holdings. Comply with ACM policies and procedures and relevant legislation and regulations.

Decision making:

- Under the direction of the Research Coordinator the incumbent will have the authority to:
- Assist the Research Centre Coordinator to ensure that the Collections are available for public research outcomes.
- The role will be supervised by the Research Coordinator and other specialist curators and collection management staff as required.

Systems:

- Experience in Microsoft Office.

Working environment/physical requirements:

- 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.
- Potentially work in an underground office environment.
- Be required to be on site.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.
- 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.

You demonstrate our values

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