

Exhibition Support Officer - Heritage and Museums

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Team Leader - Exhibitions and Collections	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 3

Position Purpose

Support the development and delivery of exhibitions and programs across Council's three museums, including collection assistance, to deliver inclusive and engaging visitor experiences and positive community outcomes.

Key Responsibilities and Outcomes

As an Exhibition Support Officer - Heritage and Museums you will:

- Support the development and delivery of exhibitions and public programs suited to each of Council's three museums to enable exceptional visitor experiences and nurture an understanding of First Nations' culture.
- Support with the preparation and maintenance of digital records, loan registers and collection management systems and activities.
- Support the creation and design of interactive digital exhibition experiences.
- Provide administrative and project delivery support to the Museums' Exhibitions Team.
- Liaise with internal and external stakeholders and industry partners to enable the delivery of high-quality exhibitions and public programs, inclusive of First Nations' culture.
- Actively contribute to a high performing and positive team environment within the Museum Branch and the broader Cultural Services Department.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Sound experience and knowledge in the development and delivery of high-quality exhibitions and programs. • Sound administration and problem-solving skills as they relate to the deliverables of this position including conducting research, preparing reports, digital solutions, communication design and awareness of collection information management systems (CMS). • Sound time management skills to resolve conflicting priorities and meet deadlines. • Well-developed interpersonal and communication skills including verbal and written. • Demonstrated ability to work in a team, communicating effectively and contributing to a positive work environment.

<p>Qualifications</p> <ul style="list-style-type: none"> • Tertiary qualification or relevant experience, in museum or cultural studies or another relevant field. • Current C class driver's licence. • Current Working with Children card for child related employment from Blue Card Services.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.