

Department of State Growth

Statement of Duties

Position Title:	Assistant Conservator
Position number:	005645
Award/Agreement:	Tasmanian State Service Award
Classification level:	B2-R1-2
Division/branch/section:	Tasmanian Museum and Art Gallery
Location:	Hobart
Employment status:	Fixed-term employee, 12-month full-time contract, flexible
Supervisor:	Senior Conservator (Painting)

Tasmanian Museum and Art Gallery

The Tasmanian Museum and Art Gallery (TMAG) is Tasmania's leading natural, cultural and heritage organisation. It is a combined museum, art gallery and herbarium with almost one million items of the State collection in its care. TMAG is a Statutory Authority within the State Government and draws resources and staffing from the Department of State Growth. TMAG provides a vibrant, professional and stimulating environment for tourists, locals, employees, and volunteers.

TMAG enriches, inspires and educates local and global communities by connecting them with Tasmania's unique journey and place in the world.

TMAG has a strategic plan for 2021-24 to guide its development and support its people to successfully achieve the TMAG vision. The strategic plan outlines four areas of focus: an island in a changing world; First Peoples of lutruwita (Tasmania); migration, heritage and resilience and southern extremes and perspectives.

Visit us at www.tmag.tas.gov.au

Position Objective

As a member of the Registration and Conservation team, the incumbent will learn and expand their expertise, gaining hands-on experience in a working conservation lab. A key focus of this role will be to assist the team to preserve the TMAG's heritage collections to ensure they will be available for Tasmanians in the future. This role is supported by the Keith Clarke Foundation and duties will focus on the conservation of paintings in the TMAG collection.

Major Duties

- Contribute to the conservation treatment of paintings under the supervision of the Senior Conservator (Painting). This includes examination, condition reporting, developing treatment proposals, and completion of conservation treatments on paintings in the TMAG collection.
- Maintain documentation on all work undertaken and prepare condition reports as required.
- Maintain electronic records and use the Content Manager System for enquiries and to record movement of items.
- Physical ability to lift and move paintings, frames, and other collection items, as required.
- Undertake other tasks as directed under the supervision of Registration and Conservation staff at TMAG, including but not limited to exhibition install, rehousing, minor treatments, and condition checks.
- Contributing to a positive and safe work environment by modelling conduct that is culturally capable, inclusive, respectful, and ethical. Work in accordance with the AICCM Code of Ethics and Practice and follow Work, Health, and Safety practices.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The incumbent undertakes multiple and diverse conservation tasks which require some independent judgement in how they are performed. Performance is assessed by the satisfactory completion of tasks consistent with an increasing degree of independent management of work. Work is initially performed under close supervision by a Senior Conservator, however, this supervision is expected to reduce as experience increases.

Problem solving may require the exercise of professional judgement through the selection and application of procedures, methods and standards, however guidance from a supervisor is readily available.

The incumbent will complete some tasks individually, while also working as a member of a team. There are no supervisory responsibilities although sharing of knowledge with colleagues is encouraged.

Work involves the application of practices, methods and standards according to existing guidelines, systems and processes. Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions.

Selection Criteria (Knowledge and Skills):

- Knowledge of basic practices and procedures relevant to cultural materials conservation, particularly the conservation of paintings, is required. This includes basic scientific processes, safe handling techniques for chemicals and museum objects.

- The physical capability to complete manual tasks related to the conservation treatment of paintings. Manual dexterity related to the handling of tools such as power drills, scalpels and lab equipment.
- Sound investigative, analytical and problem-solving skills and the capacity to seek direction where required.
- Sound oral and written communication skills, including the ability to complete condition and treatment reports using templates, and the ability to use photographic equipment for documentation.
- The willingness to work effectively both individually and as part of a team.
- Personal skills of flexibility, self-motivation and initiative, and commitment to upholding shared values and adherence to Workplace Health and Safety guidelines.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- *Conviction Check – Crimes involving dishonesty.*

Essential

- *Nil*

Desirable

- *Membership of the Australian Institute for the Conservation of Cultural Materials*
- *Relevant work experience in a similar environment*
- *A current driver licence*
- *Recent Graduate with relevant tertiary qualifications in materials conservation or equivalent, with an emphasis on the conservation of paintings.*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department's website <https://www.stategrowth.tas.gov.au/> provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
