



## Registrar Loans

### 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

<b>Primary Purpose</b>	The primary purpose of this position is to manage outgoing and incoming loans at the Arts Centre Melbourne.
	The position is responsible for the management and accountability of collection materials that the Arts Centre Melbourne lends and borrows to and from external bodies for use in for public programs such as exhibitions, displays and touring exhibitions. The role also supports other access activities by participating in exhibition and research activities on a needs basis.
<b>Reports to</b>	Collections Manager
<b>Direct Reports</b>	Student interns

<b>Key Relationships</b>	<b>Internal</b> ACM Collections team, Facilities team, Finance team
	<b>External</b> Registration, Curatorial, Collection Management and Exhibition Staff from other cultural institutions (national and international), transport and freight agents and Victorian Managed Insurance Authority
<b>Position Type</b>	Part time Fixed term
<b>Salary Classification</b>	3.2
<b>Financial Delegation</b>	-

<b>Key Criteria</b>	
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 management of incoming and outward loans for use in public programs such as exhibitions, displays and touring exhibitions.</li> <li>• Demonstrated experience in performing risk assessments and managing risks to collections on loan including insurance and transport, security and storage, handling and exhibition display, conservation and environmental requirements, OH&amp;S issues.</li> <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 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>• 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>• Extensive knowledge and understanding about exhibition development procedures, workflows and delivery timelines.</li> <li>• Extensive knowledge and experience in the application of national and international principles, practices, standards and ethics relating to lending of cultural collections.</li> <li>• Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing, consulting, collaborating and reporting with senior management, peers, and other related external stakeholders.</li> <li>• Demonstrated experience with 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)	<p>This position involves manual tasks associated with object preparation and movement, and the preparation and packing of collection material including: 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, open and close packing crates, With appropriate training, willingness to use other materials handling equipment such as pallet jacks and automated box lifters. The position may involve local, interstate or international travel to oversee installation of collection loan objects.</p>

## Accountabilities

- Actively contribute to the success of the Performing Arts Pillar and Arts Centre Melbourne.
- Generate, negotiate and manage loan agreements, renewals and related arrangements with external lenders and borrowers to account for legal, policy, ethical and cultural requirements.
- Perform loan related tasks such as registration, condition reporting, image capture, transport, storage and provide advice on environmental conditions, security, handling and costs of national and international loans.
- Contribute to other collection management and access documentation and exhibition projects at Arts Centre Melbourne on a needs basis, such as exhibition documentation and digitisation for research activity purposes.
- Manage the reproduction of images for external loan purposes, including attributions, copyright and commercial arrangements.
- Work closely with internal and external stakeholders to coordinate all loans for exhibitions ensuring all relevant deadlines are met; this includes: liaising with lenders and borrowers regarding display requirements, completing loan documentation and maintaining sound records, organising delivery of loans and reporting any issues in a timely manner.
- Develop, implement, maintain and review processes to manage and execute the documentation and location tracking of loan objects using EMu, MV Wise and associated hardcopy and electronic files.
- Develop and maintain effective working relationships and strong partnerships with a broad range of stakeholders including state, national and international lending, collecting and exhibiting institutions.
- Perform registration, condition reporting, digitisation, preventive conservation, handling, rehousing, storage, location tracking and transport of non-loan related collection material
- Manage any student intern projects associated with the loans program.
- 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

- Under the direction of the Collections Manager strategically plan and deliver a comprehensive internal and external loans program for Arts Centre Melbourne
- The role develops strategies in association with the Collections Manager to establish documentation and program initiatives to identify, prioritise and manage registration of incoming and outgoing loan material
- In collaboration with the Collections Manager the position develops and modifies operational procedures and advises on legalities in identified areas of incoming and outgoing loans and consults with senior staff and peers
- A moderate level of autonomy is required for operational and stakeholder negotiations of external loans to national and international agencies, and making sure legal requirements adhere to museum standards. Specialist advice is sought from internal stakeholders to ensure loans align with Business Unit priorities.