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| **Position Title**  | Collections Manager  |
| **Classification**  | Level 8 |
| **School/Division** | School of Indigenous Studies |
| **Centre/Section** | Berndt Museum  |
| **Supervisor Title**  | Director, Berndt Museum |
| **Supervisor Position Number**   | 101511 |
| **Position Number** | 321312 |

**Your work area**

The Office of the Pro Vice-Chancellor Indigenous Education (PVCIE) is responsible for leading the University of Western Australia’s Indigenous Education Strategy which encompasses all areas of the University's activities. The PVCIE provides strategic leadership of the School of Indigenous Studies and is responsible for the operations and strategic developments of the Berndt Museum, and the Poche Centre for Indigenous Health. Through these entities the office has responsibility to deliver multi-disciplinary teaching and research programs, and provide specialised support and services to current and future Indigenous students.

Founded in 1976, the Berndt Museum is the University’s major collection of Aboriginal and Torres Strait Islander art and culture. The collection also features cultural material from the Asia-Pacific region, including Papua New Guinea, Indonesia, Japan, India, and Korea. The Berndt collection is a living testament to the rich and diverse cultures it represents. Established as a research museum, it is considered to be one of the most significant collections of Aboriginal and Torres Strait Islander art and cultural material globally, with materials included in the UNESCO Memory of the World Register.

**Reporting structure**

Reports to: Director, Berndt Museum

**Your role**

As the appointee you will, under broad direction, be responsible for the management, movement and registration of the collections in the Berndt Museum. The Museum holds a significant collection of Aboriginal cultural material and includes donated and acquired paintings, artefacts, photographs, archives, and audio-visual records. You will manage and care for the collection through regular stocktake and valuation procedures and facilitate access to the Museum in line with Indigenous protocols and international standards. You will have extensive knowledge, understanding and appreciation of Aboriginal and Torres Strait Islander arts and cultures. As Collections Manager, you will be part of a supportive and collaborative team dedicated to the preservation and promotion of Indigenous culture and heritage.

**Your key responsibilities**

Lead the management and care of the Berndt Museum collections by documentation, archives, preservation, handling, copyright, security, database management, insurance, environmental monitoring, and ensuring adherence to collection management and registration policies and practices

Lead and supervise Museum staff, interns and volunteers who assist with collection management, storage and preservation, object handling, object movement and exhibition installation of the Berndt collections

Lead, manage and advise on collection museum policies and practices, with respect to the Berndt Museum's collections, including but not limited to: registration, acquisitions; cataloguing, accession; de-accession, security, loans, storage, environmental standards, pest control, conservation, movement, display, copyright, permissions and documentation

Supervise and monitor the registration and collection management of the Berndt Museum exhibitions including incoming/outgoing loans agreements, shipping, receiving, packing, condition reports, certificates of insurance, and object security.and provide project management of other programs as required

Liaise as required with other UWA museums, galleries and university staff, external donors and supporters, and professional colleagues and artists

Contribute to the knowledge of the Berndt collection through high-impact research outputs including conference presentations and scholarly publications

Contribute to the Berndt Museum’s exhibitions, education programs and the University’s collections including object movement for tours

Supervise and facilitate access to the collection for community access, study, exhibition, and research

Manage database development including system security, digitisation efforts, software upgrades and database system migrations, metadata development, and database search capabilitiesOther duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications preferably at a tertiary level or demonstrated equivalent competency

Substantial experience managing an Aboriginal and Torres Strait Islander collection and extensive knowledge of Indigenous arts and cultures

Detailed knowledge and experience of relevant policies, procedures and standards, including art collection policies and museum registration policies and methods

Experience working in a university environment or similar large organisation and/or in a public art gallery or museum

Proficiency in various computing skills, primarily records management databases (with particular reference to museums or collections), word processing, spreadsheets, internet, and email

Demonstrated ability to lead and manage teams and projects

Excellent communication, organisational and administrative skills

Detailed knowledge and experience of relevant policies, procedures and standards, including art collection policies and museum registration policies and methods

Ability to work independently, show initiative, work productively as part of a team, and to establish and maintain effective work relationships with others

Substantial experience using a collection management system. Knowledge of EMu Collection Management System is desirable

**Special requirements (selection criteria)**

Current national police clearance certificate

Current “C” class driver’s licence

Ability to undertake some travel within Australia, including regional areas

Ability to be contactable after hours as part of UWA emergency planning

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)