

POSITION DESCRIPTION		
Position Title: Collections & Gallery Officer	Classification: Band 2 Level 1 Grade 9	Position Number: BHCC-AGM-08
Group/Area: Corporate & Cultural Services	Reports to: Manager Gallery and Museum	Hours per week: 35
<p>Our Organisation:</p> <p>Vision: Broken Hill is a vibrant, prosperous, and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
<p>Position Objective:</p> <p>The Culture and Heritage team unites Council with other stakeholders to deliver broad prospects for economic and cultural participation.</p> <p>The team plays a pivotal role in ensuring Council's a leading partner with our community to achieve our city's vision of being a living museum, known among the world's heritage cities, persistently at the forefront of regional community revival and resiliently transforming its economy to deliver diverse and equitable wealth.</p> <p>This position is to assist in the storage and preventative maintenance of the collection by undertaking object movement in-house and off-site, including but not limited to handling, transport, storage, packing, location, stocktaking, object digital imaging and ongoing maintenance of collection stores, ensuring optimal internal and external access to the collections.</p>		
<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • General Manager • Chief Operating Officer • Director Corporate • Gallery & Museum Manager • Corporate & Cultural Services Staff • Other Council Departments • Community members and visitors 		
<p>Special requirements:</p> <ul style="list-style-type: none"> • Some out-of-hours work and travel may be required. • Must be available to work weekends, public holidays and school holidays • Hours to be rostered over a 7-day period (Monday – Sunday) 		
<p>Reporting Lines:</p> <ul style="list-style-type: none"> • This position reports to the Manager Gallery and Museum • This position does not have any direct reports 		

Duties and Responsibilities:

You will use your professional skills and experience to fulfil the following key responsibilities:

- Undertaking all administrative and collection management system (EMU) duties in relation to acquisitions, deaccessions, inward and outward loans, copyright issues, digitisation and digital public access ensuring:
 - established acquisition procedures are followed
 - paperwork (Donation Applications, Acquisition Assessments, Deeds of Gift, Licences to Reproduce) is completed, signed, uploaded to EMU, Trimmed and filed
 - Condition reporting of new acquisitions, identify conservation tasks required
 - Photographs – ensure a high quality photograph is taken of each artwork and saved in the three required archive formats.
- Protect the collection from degradation via the use of archival storage materials and methods, monitoring climate in storage/display locations (Testo data loggers), minimising thoroughfare and light in storage areas, ensuring storage areas are kept clean (including annual vacuum of Art Store behind hanging racks)
- Assist with disaster management planning and preparation for the art collection
- Identify a priority list of artworks for professional cleaning, repair and conservation work
- Advise on works that require re-mounting or minor in-house repairs
- Engage and oversee the work of conservators, framers and other professionals
- Collaborate with and assist the Installation Officer and the Manager with the development and installation of exhibitions.
- Develop/improve procedures and policies in relation to collection management
- Assist valuers on accessing collection in order to undertake valuations (generally every four years)
- conduct scheduled collection audits to ensure no works are missing
- Identify and respond to relevant funding opportunities to assist in the maintenance, preservation and development of the collection.
- Undertake other duties within employee's skills, competency and training as required.

You will contribute to a strong customer and community engagement focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our City and having an ability to promote these outcomes
- Effective use of all media platforms including social media
- Ensure all public documents are professional and ensure a positive corporate image
- Maintain a cohesive working relationship with the Council's Communications team to ensure consistent messaging.
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner
- Ensuring that communication with customers is open, timely and transparent
- Being recognised for having a professional attitude towards customers
- Having an ability to manage difficult situations and conflicts – calmly and professionally

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making
- Support business excellence and continuous improvement practices

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs

You will adopt a team-work approach by:

- Performing an active role within the team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework
- Implementing, monitoring, and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions, and associated tools in the work area
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence, and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Selection Criteria**Essential**

- Relevant tertiary qualification in art or museums studies or equivalent
- Recent relevant work experience in one or more of the following areas: art gallery or museum operations, collection management, conservation management or equivalent
- A sound knowledge of collection management including preservation, conservation, handling and packing techniques, including fragile objects.
- Knowledge of preventative conservation practices

- Excellent literacy, communication and interpersonal skills including the ability to liaise with a broad cross section of people such as community members, tourists, artists, and volunteers
- Demonstrated skills and experience with Microsoft Office, Adobe suite applications and Emu or similar collection management software.

Desirable

- Experience in grant funding application and management
- Understanding of cultural heritage institutions and their role in the community

Acceptance of Position Description

Agreed: General Manager

Signature:



Date:

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee
Name

Signature:

Date: