



POSITION DESCRIPTION

Division: Cultural Facilities Corporation

Position Number: 9024

Business Unit: ACT Historic Places

Classification: AS02

Position Title: Museum Conservation Assistant

Location: Lanyon Homestead

Last Reviewed: August 2021

DIRECTORATE OVERVIEW

The Cultural Facilities Corporation is an ACT Government statutory authority established under the *Cultural Facilities Corporation ACT (1997)*, to manage the following significant cultural venues in Canberra:

- ACT Historic Places ([Lanyon Homestead](#), [Calthorpes' House](#), and [Mugga-Mugga Cottage](#))
- [Canberra Museum and Gallery](#) including [The Nolan Collection](#)
- [The Canberra Theatre Centre](#)

DIVISION OVERVIEW

ACT Historic Places is responsible for the management, operation, conservation and interpretation of three heritage listed properties as public museums and tourism sites, including Lanyon Homestead, Calthorpes' House and Mugga Mugga Cottage. Each of these places include built and landscape heritage with ecological and cultural significance relating to the Aboriginal and non-Aboriginal history of the Canberra region as well as significant collections relating to their history.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, and understand, demonstrate and work within the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work, Health and Safety and the ACT Public Service Code of Conduct.

POSITION OVERVIEW

The Museum Conservation Assistant will assist in caring for the items within the collections, and in the overall presentation of the properties for public access and engagement. It is part of the ACT Historic Places Collection Management team that is responsible for the care, documentation and conservation of the museum collections at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House.

The Museum Conservation Assistant reports to the Manager, Collections - and is and is expected to work collaboratively with members of the Horticultural, Buildings and Infrastructure and Visitor Services teams as required.

The position is permanent part-time role working 12 hours per week (3 days per week x 4 hours per day) and will be based at Lanyon Homestead, with possible work required at Calthorpes' House and Mugga Mugga Cottage.

WHAT YOU WILL DO

1. Undertake specialised and general conservation cleaning at Lanyon Homestead and at other ACT Historic Places properties as required.
2. Maintain the museum presentation in accordance with curatorial guidelines, the ACT Historic Places Collection Policy, Conservation Management Plans and other relevant procedures.
3. Undertake the movement, display and storage of collection items.
4. Assist in maintaining the security of the collection and buildings and prepare the site/s for public access.
5. Provide support in object condition reporting, documentation and in the implementation of the Integrated Pest Management Program.
6. Provide operational support in the set up and pack down of venue hire activities, education and public programs and events.
7. Monitor and report repair and maintenance issues.
8. Participate as an effective member of ACT Historic Places and provide reasonable support to other ACT Historic Place areas and reporting responsibilities as required.
9. Understand and work within the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work, Health and Safety and the ACT Public Service Code of Conduct.
10. Other reasonable duties as required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated understanding of the principles and operation of a House Museum.
2. Demonstrated knowledge and practical experience in understanding the principles of a collection conservation, including preventative conservation, collection storage and pest management systems within a House Museum context.
3. Demonstrated ability to work as part of a team and independently, with minimal supervision and limited resources.
4. Demonstrated ability in best practice object handling within a museum context.

Compliance Requirements / Qualifications

1. Must possess a current driver's licence.
2. Qualifications in Conservation or Cultural Heritage is preferable.
3. General computer literacy, including use of Microsoft Office Suite (Word, Outlook, Excel)
4. First Aid Certificate (or a willingness to obtain).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Museum Conservation Assistant and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

The following work environment description outlines the inherent requirements of the role of Conservation Assistant and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Frequently
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally