

POSITION DESCRIPTION	
Position Title: Collections Manager	Division: Museums
Reports To: Head of Collections and Curatorial	Workplace level: Salaried Position
Loading: Full-time	Special: Will be required to be available to work occasional weekends, public holidays and school holidays. Required to wear costume.
Date Position Created: 25 th September 2014	Position Review date: May 2022

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation that includes,

the Sovereign Hill Living Museum, the Australian Centre for Gold Rush Collections, Centre for Rare Arts and Forgotten Trades, Sovereign Hill Hotel, night-time experience AURA and pastoral property Narmbool.

The Department

The Museum Department comprises External Engagement, Learning, Collections and Curatorial, Program Design and Rare Trades, and Museum Experience. The department is responsible for designing and delivering all experiences across Sovereign Hill Museums Association, including learning programs, all grounded in the collections and knowledge of our Museum.

The Unit

The role sits within the Collections and Curatorial team whose primary purpose is to collect, conserve, research, and interpret the significance of the Victorian gold rush and the changes wrought by it in Ballarat's social, cultural, economic, political and technological heritage. The team cares, manages and provides access to a collection of more than 150,000 objects, including many objects of national and international significance across multiple sites.

ORGANISATIONAL CHARTER

Purpose - Connecting people through our history to adapt for a better future

Mission - Providing meaningful immersive experiences that tell stories of our humanity

Values

Customer focused

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Equality

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other’s dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

PRIMARY ROLE
<p>Under the strategic guidance of the Head of Collections and Curatorial, the Collections Manager is responsible for the management, care and provision of access to collections and heritage assets cared for by Sovereign Hill Museums Association. This includes the collections of Sovereign Hill itself as well as a number of collections cared for and managed by Sovereign Hill on behalf of a number of community based and government organisations. These collections are stored at various locations, including the Outdoor Museum, the Old Gold Museum (Australian Centre for Rare Arts and Forgotten Trades and Australian Centre for Goldrush Collections) and accessed through various programs, including Sovereign Hill’s significant education programs, and other public programs.</p> <p>The primary purpose of the role is to develop and maintain collection management systems and frameworks to ensure the ongoing preservation and access to collections and Sovereign Hill’s obligations as an accredited museum and to support Sovereign Hill’s interpretive framework. This includes physical and digital documentation, policy and procedures, preservation and conservation, storage, object handling, access protocols, loans and adherence to legislative guidelines.</p> <p>The role works collaboratively across the organisation to ensure collections support the organisation’s strategic focus and enhance visitor experience. This includes education, operations, events and programming, research and communications and marketing. The role works closely with the volunteer program to develop and deliver projects that support collections management and access.</p> <p>This position will contribute to a number of Master Plan projects, including the Australian Centre for Gold Rush Collections and the Centre for Rare Arts and Forgotten Trades including collections access programs, education, events and programming and research programs, and the development of plans in relation to the Gold Pavilion.</p>

DIRECT REPORTS
<ul style="list-style-type: none"> ● Exhibit Support Officers ● Collections Officer (casual) ● Contract and project staff

WORKS CLOSELY WITH
<ul style="list-style-type: none"> • Head of Collections & Curatorial • Historian • Volunteer Coordinator & volunteer workers • Head of Services & Infrastructure • Museum Experience Team • Learning Team • Manager, Rare Trades Centre • OHS/WorkCover (RTW) Advisor

DUTIES AND RESPONSIBILITIES	
Key result area	Major activities
Collection Management	<ul style="list-style-type: none"> • Develop and implement Collection Policies and Practices across Sovereign Hill Museums Association, including contributing to ensuring that SHMA can maintain appropriate museum accreditation with Australian Museum and Galleries Association Victoria (AMAGA Vic). This includes; acquisitions, loans, storage design and rationalisation, legislative responsibilities, conservation, preservation, deaccession and disposal • Maintain appropriate standards of collection care, including the development of appropriate risk-based methods of collection care • Identify and manage legislative responsibilities as they apply to relevant collection areas • Accession, register, catalogue and otherwise document the collection • Manage, maintain and develop the collection management databases (Vernon and Inmagic) as well as the standards for images and naming conventions, • Plan and implement collection related projects including in consultation with the Head of Collections and Curatorial the development of strategic and forward plans and budget recommendations for collection management projects, asset management and capital expenditure. • Implement and manage collection audits and inventories • Process copyright clearances and related permissions • Administer incoming and outgoing museum loan documentation including condition reports and schedules • Manage ongoing training in data entry and object handling for staff, volunteers, interns and work experience students. • Manage the cleaning of collection storage areas, activated buildings, exhibits and galleries in the museum. • Manage the preservation and conservation of museum objects through the development of cleaning and conservation methodologies for objects, best practice storage methodologies, Integrated Pest Management Plans (IPM), and the use of specialized conservation materials. • Manage, in collaboration with the Head of Collections and Curatorial, third party storage agreements with community stakeholders

DUTIES AND RESPONSIBILITIES	
Key result area	Major activities
Risk and Security	<ul style="list-style-type: none"> • Contribute to the development and implementation of collection security and risk management systems across all collection stores and exhibition locations including identification, assessment, management and mitigation of risks associated with collections in accordance with relevant legislation • Liaise with staff and volunteers in ensuring that security procedures are effectively implemented=Develop and implement collection emergency response plans and procedures • Respond to collection emergencies according to established emergency response procedures
Collections Access	<ul style="list-style-type: none"> • Participate in exhibition, public program, education and special project teams and contribute to the development of programs that enhance and increase access to collections • Support research, design, and development for curatorial projects across the organisation, including exhibition development, visitor experience planning or related museum projects • In collaboration with the curatorial team, develop and implement installation plans for permanent, touring (inbound and outbound) and temporary exhibitions • Develop specifications for object mounts and facilitate construction and installation in collaboration with staff and contractors. • Provide collection-related content for the museum website and related social media • Manage public and researcher access requests and respond to public enquiries in a systematic manner • Develop and deliver public programs including tours of exhibitions, displays and storage areas for staff, volunteers and visitors • Liaise with professional staff in regional, state and national museums and other institutions regarding collection care, loans, projects and activities
People	<ul style="list-style-type: none"> • Work cohesively with all team members • Contribute to the enhancement of staff knowledge and skills • Participate in the induction, training and mentoring of new and existing staff and volunteers as required • Recruit & supervise any fixed term contracts and/or interns (paid and unpaid) in the Collections and Curatorial department as required • Promote the highest professional standards of collection care and security and act as a mentor to staff and volunteers in this regard • In collaboration with the Volunteer Coordinator, identify and develop appropriate collection, research, and exhibition projects that match the skills and experience of the volunteer workforce Supervise work teams of volunteers on special projects • Ensure housekeeping standards are kept so that all work areas are presented at optimum levels • Provide leadership, coordination and support to Exhibit Support Team • Induct, train and mentor new and existing Exhibit Support Officers

DUTIES AND RESPONSIBILITIES	
Key result area	Major activities
	<ul style="list-style-type: none"> • Work with Sovereign Hill Exhibit Support Officers on problem solving, approved techniques, etc. • Undertake probation reviews, counselling and disciplinary sessions and annual performance reviews for direct reports as and when required • Liaise with Human Resources regarding staffing issues, recruitment, etc.
Operations	<ul style="list-style-type: none"> • Undertake the responsibility of the position to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in annual performance reviews, meetings and staff training and professional development as and when required • Help foster a culture which values safety as the primary consideration in all activities • Wear uniform and costume in accordance with guidelines set down by The Sovereign Hill Museums Association • Participate in, and promote staff participation in, organisation events and promotional activities as required including New Gold Mountain roster • Perform other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • At least 5 years' experience in museum practice, with a demonstrated emphasis on collection management in a museum, gallery, archive or library context, is essential • Demonstrated commitment to and understanding of the role of museums in preserving cultural heritage and communicating its significance to the wider community • Demonstrated knowledge of museum practice, as it relates to collection management, including storage, handling, preventative conservation, relevant legislation, administration of loans, exhibition planning and installation, and related policies and procedures • Demonstrated high-level computer skills in Microsoft Office programs and museum database programs eg. Vernon CMS, Inmagic DB/Textworks, KE Emu, or similar • Well-developed spoken, written and presentation skills, and an ability to represent the Association in a professional manner • Excellent organisational skills and proven ability to manage a range of projects simultaneously and to balance priorities; demonstrated capacity to show initiative and provide creative solutions to practical problems • Demonstrated ability to supervise and train other staff and volunteers • Demonstrated sound knowledge of - and ability to maintain - OHS standards in the workplace

QUALIFICATIONS
<ul style="list-style-type: none"> • Tertiary qualifications in Museum Studies, Cultural Heritage Studies, History, Public History, Archaeology, Material Culture or related Materials Sciences is essential

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with Children Check • Police check • A current First Aid Certificate is desirable • Full Covid Vaccination

OTHER
<ul style="list-style-type: none"> • Must be eligible to work in Australia

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none"> • The collections and visitor experiences are located in various locations throughout the museum. The incumbent must be physically capable of walking up hills, climbing ladders, stairs etc. as well as lifting and moving various collection items of different shapes and sizes. • Setting up for exhibitions, programs and functions may include moving tables, chairs, collection items and technical equipment throughout various locations of the museum. The incumbent must be physically capable of undertaking these tasks.

EMPLOYEE’S ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date