



POSITION DESCRIPTION

COLLECTIONS MANAGER

The Collections Manager is responsible for managing the Cairns Historical Society's collections, to protect, promote and enhance the collection and to ensure the long term survival of the collection. This role drives improving the accessibility of the Collection for current and future generations.

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| Reports to: | Executive Officer | | |
| Employment type: | Full time | | |
| Employment basis: | Fixed Term | FTE (if part time) | |
| End date/ tenure: | 3 years | | |
| Probity checks required: | Police check | Working with children check | Current Drivers Licence |
| Special conditions: | | | |
| Right to Work | Employment at the Cairns Historical Society is conditional upon having the right to work in Australia. Evidence of valid working rights will be required. | | |
| Location | School of Arts Building, Cairns City | Position code: | TBC |

About Cairns Historical Society

The Cairns Historical Society holds material about the history of Far North Queensland, and makes it accessible for current and future generations. The Society is a not-for-profit Incorporated Association run and managed by staff and volunteers. We are governed by an elected Board of Directors.

The Cairns Historical Society is the keeping place for the community's nationally significant collection of over 85,000 items from Cairns District and Far North Queensland covering the area from Cardwell to Normanton and the Torres Strait. The collection contains over 40,000 archival items, including documents, books, newspapers, maps and journals, over 39,000 scanned and searchable photographic images and over 5,000 individual objects. The Society's Research Centre makes this content accessible. Members of the public can book time in the Research Centre to search the collection, with a research assistant on hand. Collections research is also available online or via email.

A significant volume of our effort is in the managing and conservation of the community's collection. Our teams assess, research, report on, clean, scan, catalogue, conserve, pack and house all the items we accept into the collection. Every item generates its own body of work in order to truly deliver on our commitment to professional management of the collection for future generations.

The Cairns Museum showcases material from the community's collection and is the most recognisable face of the Cairns Historical Society. Renovated and reopened in 2017, the Cairns Museum's brief is to reveal and past and engage with present of Cairns as a tropical city. In addition to the permanent galleries and retail offering, Museum activities include group tours, school tours, holiday programs and an annual program of Temporary Exhibitions.

The Society receives operational funding from Cairns Regional Council. The Society proudly acknowledges this support for work we do to enable locals and visitors to learn, appreciate and engage with Cairns' history and heritage.

Vision

Our vision is to Grow a vibrant, inclusive and professional cultural organisation that provides best practice exhibitions, collections management, research and conservation services, and which is accessible, responsive and engaging for local residents, children and audiences from around the world.

Mission

Our mission is to:

- Collect, preserve and share a collection of documents, images and objects that are significant to the history of Cairns and Far North Queensland.
- Curate and manage a leading museum and cultural tourism experience in Far North Queensland.
- Recruit, train and enhance the skills and wellbeing of all staff (paid and volunteer)
- Enable FNQ history, heritage, educational and creative projects with locals and visitors from around the world by providing expertise and a quality and accessible collection.

Organisational Values

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| Inclusive | Collecting, preserving, interpreting, and engaging in history that honours the Traditional Owners of Far North Queensland, builds community identity, is representative of the region's diverse community and heritage, and which is accessible |
| Professional | Demonstrating a commitment to best practice industry standards and conduct in all aspects of CHS work to ensure it is recognised for its expertise, effectiveness and integrity |
| Respectful | Managing historical collections, and the people that engage with them, with dignity and respect, adhering to a code of conduct and cultural protocols |
| Innovative | Embracing creative partnerships, opportunities and technology to design, develop and deliver programs and ensure the CHS continually evolves |

Strategic Overview

Our strategic focus for the next four years is encapsulated in four strategic areas supporting our vision and mission (CHS Strategic Plan 2021-2024):

1. Tropical Collections & Research
2. Digital Gateways
3. Engagement & Learning
4. Governance
5. Growth and Development

Team Structure

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| Number of direct reports: | >5 Volunteers |
| Number of indirect reports: | NIL |

Key Relationships & Interactions

| Internal | External |
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| <ul style="list-style-type: none">Managers (Images and Research & Archives) | <ul style="list-style-type: none">Contractors (e.g. Conservators) |
| <ul style="list-style-type: none">Museum Curator | <ul style="list-style-type: none">Visiting Researchers & Students |
| <ul style="list-style-type: none">Collections Volunteers | <ul style="list-style-type: none">Community Members |
| <ul style="list-style-type: none">Executive Officer | <ul style="list-style-type: none">Aboriginal and Torres Strait Islanders |
| <ul style="list-style-type: none">Staff including Contractors (IT & Marketing) | <ul style="list-style-type: none">Govt. Departments & Agencies |
| <ul style="list-style-type: none">Board Directors | <ul style="list-style-type: none">Historical Societies and Museums |
| <ul style="list-style-type: none">Interns | <ul style="list-style-type: none">Universities & Research Institutes |

Key Accountabilities

1. Manage all aspects of the CHS collection and ensure the long-term conservation of the collection
2. Keep abreast of new developments and implement best practice initiatives in the care, management and digitisation of the CHS Collection
3. Provide operational and strategic support to CHS section heads in their day to day management of the CHS Research Centre and collections
4. Provide authoritative advice, develop a digital gateway strategy and lead the change management processes for ensuring the Collection is online, open and accessible
5. Recruit, lead and develop a dedicated team of collection volunteers, establish accountabilities and work priorities and manage resources and operating budget
6. Review and rationalise the CHS collection storage spaces
7. Provide authoritative advice on and develop a policy for the management of the CHS Collection including acquisition and deaccessioning
8. Represent and promote the value of the CHS Collection to Members and the broader Cairns and Far North Queensland community
9. Contribute to CHS strategic, operational and budget planning processes
10. Provide operational cover as Museum Duty Manager when requested
11. Identify the need for and develop grant applications
12. Develop a risk management framework and develop and implement risk management practices to protect and preserve the valuable CHS Collection
13. Contribute to an active internship program for schools and universities
14. Liaise with other relevant organisations as appropriate
15. Provide Executive support and/or other duties as required
16. Ensure compliance with relevant regulations and standards including the CHS Code of Conduct and other policies and guidelines

Success Profile

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| 1 | Qualifications and/ or licences |
| 1.1 | Tertiary qualifications and or equivalent experience of at least five years in collections/library/archive management or other relevant equivalent experience deemed to be appropriate |
| 1.2 | Tertiary qualification or equivalent experience in Museum Studies desirable |
| 2 | Experience and knowledge |
| 2.1 | Well developed contemporary sector knowledge of collection management practices, standards, databases and digital gateways |
| 2.2 | Demonstrated experience in leading, motivating and developing volunteer teams to deliver objectives |
| 2.3 | Demonstrated experience in leading projects that require change management |
| 2.4 | Experience in identifying, planning for and securing needed resources for managing special projects and using resources to meet goals on time and on budget |
| 2.5 | Strong experience in engaging with a diverse range of stakeholders to deliver positive outcomes |
| 2.6 | Highly developed interpersonal skills, incorporating verbal & written communication skills, with an understanding of team dynamics |
| 2.7 | Experience in developing high level strategic documents including policies, strategies and plans and operational documents such as manuals and guidelines |
| 3 | Skills and personal attributes |
| 3.1 | Possess excellent planning and organisational skills |
| 3.2 | Strong attention to detail, open to learning and exhibits aptitude |
| 3.3 | Builds mutually beneficial relationships with colleagues, researchers and other stakeholders and demonstrates a strong commitment to persuade and gain commitment & cooperation from others, and resolve issues and conflicts |

- 3.4 Possess cross-cultural competency; awareness, attitude, knowledge and skills
- 3.5 Flexible and constructive attitude and approach to work design and work procedures
- 3.5 Knowledge of and interest in local history is desirable

Performance Development Plan

Within one month of commencement with the Society, each new employee develops a Performance Development Plan (PDP). The PDP includes the Performance Plan; business results, KPI's and behaviours and the Learning and Development Plan; skills, knowledge and experience required to improve or optimise performance. Both are discussed, agreed and recorded. There is both a mid-cycle and annual review discussions held between the employee and their direct supervisor.

Physical elements and requirements

Please refer to the Job Analysis document.

Scale Rarely (0 – 15%) Occasionally (16-45%) Frequently (46 – 100%)

Work Environment

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| Indoor | Frequently | Outdoor | Rarely |
| High Temperature | Rarely | Low temperatures | Occasionally |
| Loud noises | Rarely | Fumes | Rarely |
| Working with animals/wildlife | Rarely | | |

Physical Demands

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|----------|--------------|--------------------|--------------|-----------------------|--------------|
| Standing | Occasionally | Working at heights | Rarely | Repetitive hand work | Occasionally |
| Sitting | Frequently | Walking | Occasionally | Heavy lifting (>15kg) | Rarely |
| Driving | Rarely | Bending | Occasionally | | |

Use of office equipment

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| Telephone | Occasionally | Printer/ photocopier | Occasionally |
| Lap top/ Desktop | Frequently | Telephone headset | Rarely |

Declaration (to be signed by successful applicant only)

I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.

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| Name: | |
| Signature: | |
| Date: | |

Document Control

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| Prepared by: | Fleur Anderson | Date: | 10/09/21 |
| Reviewed by (Board appointed HR Support Officer): | Megan Lily & Leslie Lofthouse | Date: | 17/09/21 |

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|------------------------|----------------------|-------|----------|
| Noted and Approved by: | Management Committee | Date: | 27/09/21 |
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