



- Contribute to the development and implementation of improved collection management practices and procedures in the area of storage, movement and packing of objects, loans, audit and the installation and demount of exhibitions
- Assist in the installation of artworks and objects for exhibitions, displays, loans and gallery changeovers and assist with training of staff in the installation, storage and movement of the National Collection
- Manual handling and movement of a wide range of museum collection objects and artworks
- Liaise with internal and external stakeholders in relation to collection management activities
- Ensure that Work Health and Safety guidelines and practices have been implemented and are observed

Selection Criteria

1. Experience in a busy collection management environment performing tasks related to collection storage, movement, rehousing, audit, installations and transport.
2. Demonstrated understanding of collection management practices and procedures and experience in contributing to ongoing improvements.
3. Demonstrated ability to work productively and harmoniously in a team environment, both on individual projects and in collaboration with others.
4. Demonstrated experience with museum collection management systems and collection location tracking.
5. Understanding of and commitment to WHS and hazard management in a museum environment.

Previous experience within a cultural institution is highly desirable. This can include paid, volunteer or intern work.