



Admin/Collection Assistant Officer

National Collection

Photographs Film and Sound

Employment Type:	FT
Classification:	Broadband 1.2
Position Number:	60000236
Reports to:	PFS Collection Manager
Direct Reports:	NA
Security Clearance:	NA
Mandatory Qualifications/Licenses:	Current Driver Licence

The Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

The Admin/Collection Assistant Officer, Photographs Film and Sound (PFS) undertakes a broad range of tasks associated with the administration of the Memorial's PFS collection. Under the direction of the PFS Collection Manager, the work involves managing PFS collection access and storage; physically describing objects applying the PFS collection schema, and version control within the Collection Management System (CMS). Other responsibilities include collection retrievals, preparing collection for conservation and digitisation; responding to internal enquiries and assisting with PFS priorities and Memorial projects where directed.

A Drivers Licence is required as the occupant of the role will need to move collection items between Memorial campuses. The occupant will also be required to work in low temperature storage repositories in accordance with Memorial standards.

This position may entail working with potentially distressing and culturally sensitive material.



Core Responsibilities

- Under direction, physically describe the collection applying the PFS schema and version control at the object level enhancing the catalogue record using the Memorials Collection Management System
- Undertake administrative support, collection documentation and project tasks as required with an emphasis on continuous improvement in a service delivery environment.
- Assist with the handling and movement of a wide range of objects, equipment and photographic/film collection material (prints; acetate, nitrate, polyester, film reels and glass-plate negatives) as required.
- Support the Memorial's use of PFS content against various activities such as eSales, exhibitions, publications and projects using Memorial systems such as the CMS (Collection Management System), DAMS (Digital Asset Management System), Piction (online sales) and Sharepoint.
- Abide by and further the principles and practices of Work Health and Safety, taking reasonable care for personal health and safety and ensuring that acts or omissions do not adversely affect the health and safety of other persons.

Selection Criteria

1. Demonstrated experience using collection management software, workflow software and electronic filing systems to record and track collection items and documentation.
2. Ability to identify and record photographic, film and sound objects by type, format and material, including the correct handling and care of collection material.
3. Demonstrated ability to communicate effectively with stakeholders.
4. Proven ability in co-ordinating and setting task priorities, tracking progress, accuracy and attention to detail.
5. Good interpersonal communication skills including the ability to work either independently or as part of a team.
6. A strong commitment to the principles and practices of health and safety, planning and participation in the workplace.