

SENIOR TEXTILES CONSERVATOR

Position Description

Collections, Research and Exhibitions

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history.

The objectives of the Business Unit are:

- To be Australia's leading museum for the performing arts and create a world class venue to showcase the Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

The Role

The purpose of this position is to manage the development, delivery and management of conservation programs aimed to preserve the State Collection of the Performing Arts and the Public Art Collection at the Arts Centre Melbourne.

The role is responsible for developing, delivering, and managing remedial and preventive conservation programs under the direction of the Head, Collections, Preservation and Access.

Type	Full time, ongoing
Reports to	Head, Collections, Preservation and Access
Direct Reports	Object Conservator
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 4.2
Key Relationships	<p>Internal</p> <p>ACM Collections team, ACM Presents teams, Facilities team, Finance team, Marketing and Communications team, Philanthropy team, Strategic Partnerships team</p> <p>External</p> <p>Contractors, regional, national and international cultural organisations, Creative Victoria and other relevant government and professional bodies, Victorian Managed Insurance Authority, researchers, collection stakeholders, digital networks</p>
Delegation	N/A
Location	Arts Centre Melbourne premises
Other	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	July 2021

KEY CRITERIA

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

A tertiary qualification and/or post graduate qualification with specialisation in the field of textiles conservation.

Your skills and attributes

Essential:

- Extensive experience and specialist knowledge in the remedial conservation of multi-disciplinary heritage collections including those made from textiles. Ability to perform complex textiles treatments.
- Extensive experience and specialist knowledge in preventive conservation programs and projects focused on improved storage/rehousing and environments for multi-disciplinary heritage collections including those made from textiles. Ability to deliver complex preventive conservation programs and project on textiles.
- Extensive experience in managing teams, programs and projects including tracking and reporting, resourcing and activity prioritisation in order to meet corporate strategies and project and program objectives and timelines.
- Extensive experience in research, analysis, and visual assessments of collections to inform the development and implementation of conservation treatments and preservation programs and projects.
- Extensive demonstrated experience and competency in the use of collection management documentation systems such as Axiell EMu, photography, and digital imaging for condition reporting.
- Extensive knowledge of national and international conservation and museological frameworks, principles, ethics, related to multi-disciplinary heritage collections, including compliance for OH&S policies and procedures.
- Demonstrated experience of collection emergency planning principles and practices and experience or involvement with collection emergency events and follow up activities.
- Highly developed verbal, interpersonal and written communication skills, and capacity to work effectively and collaborate, influence and negotiate with team members and other internal and external stakeholders.
- Demonstrated experience with and understanding of current technology, operating systems, and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

Desirable:

- A current driver's licence.

In the role you will

Accountabilities:

- Coordinate the planning, development, delivery and management of remedial and preventive conservation programs and projects on multi-disciplinary collections at ACM including resourcing, assessments, documentation, treatments, risk management and hazard mitigation, collection handling and movement, rehousing and packing.
- In conjunction with the Head of Collections, Preservation and Access plan and manage related budgets and monitor performance to meet the overall financial and corporate objectives of Arts Centre Melbourne.
- Effectively manage and supervise direct reports to ensure best practice and sustainable collections preservation and project management.
- Coordinate the establishment of effective resource allocation for preservation operations and projects with particular emphasis on sustainability and business innovation and improvement.
- Develop successful business cases to facilitate the development and delivery of major projects.

- Actively collaborate with the wider Collections team, seek advice and feedback to ensure that collections preservation and access initiatives meet corporate objectives.
- Represent the collections team as a proactive, service focused team on internal project teams and externally with key stakeholders including museums and galleries, donors, supporters, performing arts sector and the wider industry.
- Provide accurate and timely information to the Head of Collections, Preservation and Access for reporting purposes.
- Undertake research and visual assessments to determine the composition and condition of materials to inform the development and implementation of conservation treatments and preservation programs and projects.
- Participate in collection emergency-related programs and other training opportunities provided by ACM Collections team.
- Document and track all conservation and preservation activities in ACM's collection management systems.
- Contribute to the development of overall operating frameworks, policies, procedures and systems for the preservation of Arts Centre Melbourne Collections.
- Comply with ACM policies and procedures and relevant legislation and regulations.
- Undertake all required ACM training and induction related to COVID-19 Safe work practices and comply with all ACM procedures regarding COVID-19 Safe work Plan.

Decision making:

- The role delivers strategies, plans, and programs in association with the Head of Collections, Preservation and Access to identify, prioritise and manage the preservation of ACM Collections.
- In collaboration with the Head of Collections, Preservation and Access the position develops and modifies policies and operational procedures.
- The role manages the work plans of the preservation team.
- The role manages assigned budgets.

Systems:

- Axiell EMu
- MV Wise
- Microsoft Office package
- Adobe Acrobat package
- Photography software

Working environment/physical requirements:

The position will require physical ability to work on a wide variety of objects, reach above shoulder and below knee height, remove and return boxes and objects from shelving, push trolleys between Arts Centre Melbourne buildings in St.Kilda Road precinct and with appropriate training, willingness to use other materials handling equipment such as pallet jacks or other equipment required for conservation treatments.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.