



Collection Management Officer

National Collection Branch

Collection Services

Employment Type:	Fulltime
Classification:	APS Level 3
Position Number:	Several
Reports to:	Assistant Registrars, APS 6 Level and Collection Services Managers, EL 1 Level
Direct Reports:	None
Mandatory Qualifications/Licenses:	A good level of physical fitness is required. A driver's licence is essential and a fork lift and medium rigid truck licences are highly desirable.

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. Its mission is to assist Australians to remember, interpret and understand the Australian experience of war and its enduring impact on Australian society.

Under general direction, the Collection Management Officer is involved in the storage, movement, rehousing, physical installation / demount and audit of the National Collection. The work involves: the identification and physical movement of objects and artworks including the Memorial's Large Technology Object collection; recording collection movements and amending data on the Memorial's Collection Management System; coordinating weekly collection management tasks; performing gallery changeovers and providing showcase and collection access; leading aspects of exhibition installations and displays and contributing to the development and implementation of related policies and procedures.

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

Core Responsibilities

- Under general direction undertake a range of tasks related to the National Collection including:
 - Prepare collection items for storage or despatch and physically locate material in storage
 - Maintain the location and facilities modules of the Memorial's collection management system
 - Assist in active management of collection storage areas including rehousing, location and movement of collection items and audits
 - Assist with the physical management of collection material for conservation, photography, access, accessioning, loan and exhibition
 - Administrative tasks relating to the storage and movement of objects

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- 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.