



Registration Officer

National Collection

Collection Services

Employment Type:	Ongoing, Full Time
Classification:	Broadband 1
Position Number:	60000309
Reports to:	APS6 - Assistant Registrar
Mandatory Qualifications/Licenses:	Driver's 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.

Under general direction, the Registration Officer is involved in the storage, movement, packing, physical installation, documentation and stocktake 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 (MICA); coordinating weekly collection transport jobs; performing gallery changeovers and providing showcase and collection access; documenting new donations; and contributing to the development and implementation of related policies and procedures.

Note: A good level of physical fitness is required for the packing, retrieval and storage of items and exhibition installation work. A driver's licence is essential and a fork lift licence highly desirable.

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 module of the Memorial's computerised Collection Management System (MICA)
 - Assist with (APS 2) or lead (APS 3) the packing, rehousing, relocation and storage of collection items



- Assist with (APS 2) or lead (APS 3) the physical management of collection material for conservation, photography, access, accessioning, loan and exhibition
- Assist with (APS 2) or lead (APS 3) collection stocktakes
- Administrative tasks relating to the storage and movement of objects
- Assist with (APS 2) or lead (APS 3) the installation of artworks and objects for exhibitions, displays, loans and gallery changeovers
- 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
- Assist with National Collection Donations program including accessioning incoming material, attending donor visits and working with curatorial areas to facilitate the selection of incoming donations.
- Ensure that Workplace Diversity and Work Health and Safety guidelines and practices have been implemented and are observed

Progression through the Broadband barrier will be based on the following:

1. Leading one or more art installation activities;
2. Leading one or more object installation activities;
3. Leading one or more National Collection stocktakes;
4. Participation in three or more LTO moves or installations;
5. 12 months experience in the warehouse environment;
6. Possession of a forklift licence;
7. Completion of all induction sessions:
 - Hazards;
 - Preventive Conservation;
 - Workshop safety.

Selection Criteria

Essential Criteria:

1. Demonstrated experience in a busy Registration environment performing tasks related to collection storage, movement, packing, stocktake, and donations.
2. Demonstrated experience with museum collection management systems including the ability to search, enter, manipulate and accurately maintain records and reports.
3. Demonstrated ability to work flexibly, respond to changing demands and communicate and report effectively in a team environment.



4. Demonstrated experience with art and object installations including technical skills and the ability to represent the Memorial during off site exhibition installations.
5. Demonstrated understanding of the ethical and legal requirements of collection management in a modern museum environment.