



Assistant Curator, Art

National Collection Branch

Art Section

Employment Type: Non-ongoing

Classification: BB 3

Position Number: 60002405

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 Assistant Curator participates in the care, custody and day to day administration of the Art Collection. The work involves: responding to enquiries and liaising with clients, artists, institutions and organisations; contributing to collection development; and performing a range of tasks associated with control, maintenance and care of the collection using the Memorial's computer based collection management system. A Tertiary qualification in the field of Art History is required for this position.

Core Responsibilities

This position's responsibilities are split 50% in support of the Art Section and 50% the Memorial's digitisation project.

- Under general direction and professional supervision participate in the control, maintenance, care and development of the art collection, including:
 - Prepare recommendations related to acquisitions;
 - Undertake accessioning and cataloguing of works of art;
 - Arrange for movement of works of art through the collection management system, upgrade data and arrange for conservation and photography of items;
 - Ensure all relevant documentation is entered in the collection management system;
 - Respond to copyright issues in relation to the art collection;
 - Perform project, publication and research assignments.
- Work on documentation of the Memorial's poster collection for digitisation. Assist with the scanning of the Art collection as required.
- Manual handling and movement of a wide range of objects including but not limited to works on paper, framed works of art and items from the National Collection.
- Liaise with other areas of the Memorial, researchers, artists, dealers, museums, institutions and organisations and respond to public enquiries related to the art collection and provide advice on its historical and cultural significance.
- Contribute to the activities of the section including taking responsibility for project and administrative tasks, including art commissions.
- Contribute to the development and implementation of related policies, strategies, systems and standards.
- Abide by and further the principles and practices of Work Health and Safety as outlined in the WHS Act, taking reasonable care for their own health and safety and ensuring that their acts or omissions do not adversely affect the health and safety of other persons.



Selection Criteria

1. A relevant tertiary degree and curatorial experience in the field of Australian art, including contemporary practices.
2. Well-developed research and organisational skills and the ability to work methodically with limited supervision to meet priorities and deadlines.
3. Demonstrated experience of collection management databases and experience in data base entry and the cataloguing of works of art to museum standard.
4. Well-developed computer literacy skills and a demonstrated knowledge and interest in web-based access initiatives in relation to collections.
5. Effective written, oral and interpersonal communication skills with the ability to liaise with internal and external stakeholders. Ability to work effectively as part of a team.
6. Clear understanding of the Memorial's mission and the role of an art collection in the realisation of this.