



AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION VICTORIA

POSITION STATEMENT

Position Title:	Officer, Regional Museums Services
Reports To:	Project Manager, Regional Museums Services, Working for Victoria AMaGA (Victoria)
Location:	Regional Victoria based - working from home
Date of Revision:	November 2020

1. DUTIES

The Officer, Regional Museums Services, Working for Victoria (WFV), provides a service to directly support museums with exhibition advice, collection management & care, grant opportunities, community re-engagement and reopening procedures in Victorian regional museums and heritage collecting organisations as the sector moves to reopen in the Last Step of the Corona Virus (COVID-19) Roadmap for Reopening and then into COVID Normal.

The Working for Victoria initiative is supported by the Victoria Government. This project is part of the initiative to be delivered in collaboration by Australian Museums and Galleries Association (AMaGA) Victoria and Creative Victoria.

This role will require regular travel in the **XX** region of Victoria.

Under the general direction of the Project Manager, Regional Museums Services, WFV, the Officer, Regional Museums Services will manage the following areas of operations:

1.1 Museum support in the context of COVID-19

- Provide general guidance to small to medium museums in the care and display of objects, current interpretation methods and public programming
- Provide guidance and advice on community re-engagement and audience development opportunities, including engaging volunteers, marketing and leveraging social media
- Provide direction on museum budgeting and grant writing
- Provide guidance and information regarding reopening strategies and procedures during the Last Step and COVID Normal
- Where practical, encourage participation in related initiatives, such as other AMaGA (Victoria) programs including the Museums Accreditation Program and Victorian Collections.

1.2 Other duties as required from time to time.

2. KEY SELECTION CRITERIA

- 2.1 Experience in exhibition development or public programming in a museum, gallery or heritage organisation.
- 2.2 Demonstrated experience in collections management including an understanding of the *National Standards for Australian Museums & Galleries*.
- 2.3 Excellent interpersonal skills, including a demonstrated ability to build and maintain relationships with internal teams, as well as engage with a diverse range of stakeholders including from museums, heritage organisations, local and state government bodies.
- 2.4 Highly developed oral and written communication skills including the preparation of advice and project reports.
- 2.5 Highly developed time management and organisational skills to combine working from home with on-site support in regional locations.
- 2.6 Familiarity with standard computer software including Google Chrome and Office 2007 (Outlook, Word, Excel and PowerPoint), and popular social media tools (Facebook and Twitter).
- 2.7 An understanding of issues and networks in the diverse Victorian collecting industry, including the volunteer sector.

3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

- 3.1 Qualifications related to museum, heritage or curatorial studies are desirable.
- 3.2 Knowledge of Victorian arts and heritage networks.

- 3.3 Access to a suitable working from home environment and availability to travel regularly.
- 3.4 A current Driver's License.

4. RELATIONSHIPS

Australian Museums and Galleries Association is the national professional membership organisation for those who work in or are interested in galleries and museums in Australia. It operates an extensive program of activities from both national and state offices, including production of a quarterly national journal, *Museums Galleries Australia Magazine*. The national office is located in Canberra. *AMaGA (Victoria)* represents members of the organisation based in Victoria, with a management committee elected by, and responsible to, the Victorian membership.

The Officer, Regional Museums Services is responsible to the Project Manager, Regional Museums Services, Working for Victoria.

5. AUTHORITY

The Officer, Regional Museums Services is authorised to:

- 5.1 Under the guidance of the Project Manager, Regional Museums Services Project WFV, take all appropriate action to ensure delegated tasks and the travel budget are managed in a timely and efficient manner.
- 5.2 Publicly promote the Regional Museums Services project and other associated activities.

6. OTHER RELEVANT INFORMATION

- 6.1 The position is six months fixed term full-time. Some out of hours work may be required and the successful applicant needs to be available to work such hours as required from time to time.
- 6.2 The position is located in the **XX Shire** and the incumbent must have a suitable working from home environment, as well as be able to travel within regional **Western/Northern/Eastern** Victoria.
- 6.3 The AMaGA Victoria Branch office is currently housed with Melbourne Museum through the generous support of Museum Victoria.
- 6.4 Training will be provided by the Project Manager where required and assistance will be given to help source contacts and museums as part of the work tasks.
- 6.3 General terms and conditions are described in the Terms and Conditions of Employment and the Employment Policies and Procedures Manual. The positions are subject to the successful completion of a three-month probationary period.
- 6.4 The annual salary for five days per week is \$68,706.70 (paid pro-rata) plus superannuation paid to the minimum required by applicable legislation, depending on skills and experience.

6.5 Further enquiries may be directed to: Sarah Morris, Executive Director, AMaGA (Victoria).
Email: smorris@amagavic.org.au