



AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION VICTORIA

POSITION STATEMENT

Position Title:	Project Manager, Regional Gallery Digitisation Project, Working for Victoria
	Full time (1 FTE), six-months fixed term
Reports To:	Executive Director, AMaGA (Victoria)
Direct Reports:	Team of 15 Support Officers, Regional Gallery Digitisation Project
Location:	AMaGA Victoria Office, Melbourne Museum and working from home
Date of Revision:	November 2020

1. DUTIES

The Project Manager, Regional Gallery Digitisation Project, Working for Victoria (WFV), is responsible for managing the project. The project aims to deliver collection digitisation assistance to regional public galleries in Victoria as part of the Working for Victoria (WFV) initiative.

The WFV is supported by the Victoria Government. This project will be delivered in collaboration by Australian Museums and Galleries Association (AMaGA) Victoria, Creative Victoria and host regional Victorian public art galleries.

The role will require strong team management skills, along with communication and stakeholder management skills. This will include a capacity to consult third parties such as art galleries, reference groups, industry professionals, funding bodies and government representatives.

Under the general direction of the Executive Director AMaGA (Victoria), the Project Manager, Regional Gallery Digitisation Project, WFV will:

- 1.1 Perform all human resources responsibilities to engage, train and provide support to the Support Officers, Regional Gallery Digitisation Project; as well as provide coordination assistance to the Project Manager, Museums Services Project (an associated project) as required.

- 1.2 Account for team performance against agreed deliverables and timings, including project milestones against KPIs for reports to funders.
- 1.3 Maintain communications and relationships with hosting regional art galleries. This is to ensure expectations are met; the project runs smoothly; and host galleries provide appropriate levels of operational support to the Support Officers, Regional Gallery Digitisation Project.
- 1.4 Maintain and refine internal evaluation tools and processes to monitor and measure the effectiveness of the Regional Gallery Digitisation Project, WFV.
- 1.5 Collate and conduct research into the impacts of COVID-19 to regional art galleries, and general research regarding collections and governance models within this context.
- 1.6 Attend AMaGA associated events where appropriate.
- 1.7 Other duties as required from time to time.

2. KEY SELECTION CRITERIA

- 2.1 Demonstrated experience in human resources and people management, including conflict management and resolution in a team environment.
- 2.2 Highly developed communication and interpersonal skills with a proven ability to engage, build relationships and collaborate at all levels, as well as develop effective relationships with a range of stakeholders.
- 2.3 Highly developed project management and organisational skills, including the management of delegated project budgets.
- 2.4 Familiarity with standard computer software including Google Chrome and Office 2007 (Outlook, Word, Excel and PowerPoint), and popular social media tools (Facebook and Twitter).
- 2.5 An understanding of museum best-practice in caring for, cataloguing and digitising collections, as per the *National Standards for Australian Museums & Galleries* (version 1.5).
- 2.6 Qualifications related to gallery, museum or heritage studies; or human resources is desirable.

3 OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

- 3.1 Previous experience in a non-profit organisation and/or collecting organisation environment is desirable.
- 3.2 Experience in image management, copyright and intellectual property processes within a collecting organisation setting or similar is desirable.
- 3.3 Previous experience using collection management system software such as KE Emu, Vernon, or Victorian Collections is desirable.

- 3.4 Demonstrated experience in theoretical and working knowledge of studio photography using a range of set ups is desirable.
- 3.5 A commitment to continuous improvement and teamwork.
- 3.6 A current Driver's License.

4. RELATIONSHIPS

Australian Museums and Galleries Association (AMaGA) 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 Project Manager, Regional Gallery Digitisation Project, WFV, is responsible to the Executive Director AMaGA (Victoria), supervises 15 support officers and collaborates with the Project Manager, Regional Museums Service.

5. AUTHORITY

The Project Manager is authorised to:

- 5.1 Take appropriate action to ensure the delegated project and respective budgets are managed in a timely and efficient manner.
- 5.2 Manage the operational and administrative activities of the Regional Gallery Digitisation Project, including managing team members and liaising with external stakeholders, such as the host organisations.
- 5.3 Publicly promote the delegated project and other related 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 will be located at the AMaGA Victoria office and in a working from home capacity. The Branch office is currently housed with Melbourne Museum through the generous support of Museums Victoria.
- 6.3 The successful candidate must have a suitable working from home environment and availability to travel occasionally.
- 6.4 General terms and conditions are described in the Terms and Conditions of Employment and Employment Policies and Procedures Manual. The position is subject to the successful completion of a three-month probationary period.

- 6.5 The annual salary for 1.0 FTE is \$71,833.40 (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