



AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION (VICTORIA)

POSITION STATEMENT

Position Title:	Project Manager, Regional Museums Services, Working for Victoria 1.0 FTE six-months fixed term
Reports To:	Executive Director, AMaGA (Victoria)
Direct Reports:	Officer, Regional Museums Services, Shire of Southern Grampians Officer, Regional Museums Services, Rural City of Wangaratta Officer, Regional Museums Services, Shire of East Gippsland
Location:	AMaGA Victoria Office, Melbourne Museum and working from home
Date of Revision:	November 2020

1. DUTIES

The Project Manager, Regional Museums Services is responsible for the development and delivery of operational, administrative and strategic support to the Regional Museums Services project, Working for Victoria (WFV) initiative.

This project aims to provide advice and guidance to small to medium regional museums and collecting organisations as they reopen in the Last Step of the Coronavirus (COVID-19) Roadmap for Reopening and then move into COVID Normal including: exhibition development and renewal, collection management & care, grant opportunities, community re-engagement and reopening procedures.

The WFV program is supported by the Victoria Government and this project will be delivered in collaboration by Australian Museums and Galleries Association (AMaGA) Victoria and Creative Victoria.

The role will require strong team management skills, along with communication and stakeholder management skills, including a capacity to consult third parties such as

community museums and historical societies, reference groups, industry professionals, funding bodies, multicultural groups and government representatives.

Under the general direction of the Executive Director AMaGA (Victoria) and in consultation with stakeholder groups, the Project Manager Regional Museums Services, WFV will:

- 1.1 Perform human resources responsibilities to assist engage, train and provide support to the Officers, Regional Museums Services as well as provide coordination assistance to the Project Manager, Regional Gallery Digitisation Project (an associated project) as required.
- 1.1 Develop, implement and manage the Museums Services project including establishing relationships with small to medium museums and ascertaining priorities and opportunities to support them through reopening in the Last Step and into COVID Normal.
- 1.2 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.
- 1.3 Collate and conduct research into the impacts of COVID-19 to Victorian regional small to medium museums and community collecting organisations, and general research regarding collections and governance models in this context.
- 1.4 Effectively manage and supervise direct reports to ensure best practice and delivery of contractual obligations.
- 1.5 Account for performance against agreed deliverables and timing, including working within a delegated budget, and maintain accurate records of activities, expenditures, and project milestones against KPIs for reports to funders.
- 1.6 Attend AMaGA associated events where appropriate. Other duties as required from time to time.

2. KEY SELECTION CRITERIA

- 2.1 Proven ability to manage teams and promote teamwork, including effectively managing and supporting direct reports.
- 2.2 An understanding of issues within the Victorian museum community, including the varying needs of volunteer-run museums, multicultural communities and heritage groups.

- 2.3 A demonstrated understanding of museum best-practice in caring for, displaying, and managing collections, including the *National Standards for Australian Museums & Galleries* (version 1.5).
- 2.4 Highly developed project management and organisational skills to administer a multi-faceted project, including the management of delegated project budgets.
- 2.5 Familiarity with standard computer software including Google Chrome and Office 2007 (Outlook, Word, Excel and PowerPoint).
- 2.6 Highly developed oral and written communication skills including the preparation of detailed reports and research outcomes.
- 2.7 Excellent interpersonal skills, including a demonstrated ability to build and maintain relationships with the team and a diverse range of stakeholders including museums, art museums, local government and state government.
- 2.8 Qualifications related to museum, heritage or curatorial studies.

3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

- 3.1 Experience working in a relevant sector, such as a membership, not-for-profit and/or arts, tourism or heritage organisation.
- 3.2 A commitment to continuous improvement and teamwork.
- 3.3 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, *Australian Museums and Galleries Association 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 Museums Services is responsible to the Executive Director AMaGA (Victoria) and supervises: Officer, Regional Museums Services, Shire of Southern Grampians; Officer, Regional Museums Services, Rural City of Wangaratta; and Officer, Regional Museums Services, Shire of East Gippsland and collaborates with the Project Manager, Regional Gallery Digitisation Project.

5. AUTHORITY

The Project Manager is authorised to:

- 5.1 Take appropriate action to ensure the delegated project and respective budget are managed in a timely and efficient manner.
- 5.2 Manage the operational and administrative activities of the Museums Services Project, including liaising with other team members and external stakeholders.
- 5.3 Publicly promote the delegated project and 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 five days per week is \$71,833.40 (paid pro-rata) plus superannuation paid to the minimum required by applicable legislation, depending on skills and experience.
- 6.6 Further enquiries may be directed to: Sarah Morris, Executive Director, AMaGA (Victoria). Email: smorris@amagavic.org.au