



Australian Museums and Galleries Association (VICTORIA)

POSITION STATEMENT

Position Title: Museum Accreditation Program (MAP) Co-Manager
Part time (0.5 FTE plus additional variable hours) Fixed-term

Reports To: Executive Director,
Australian Museums and Galleries Association (Victoria)

Date of Revision: January 2021

1. DUTIES

Australian Museums and Galleries Association is the national professional association for the museums and galleries sector. This role is based at the Victorian Branch office, based at Melbourne Museum with the generous support of Museums Victoria.

This position works alongside another Co-Manager. The positions have prime responsibility for co-management of the Museum Accreditation Program (MAP), a capacity-building and peer review program for paid and volunteer museums, art museums, and Keeping Places (Indigenous Cultural Centres) in Victoria.

MAP is an assessment process which covers all areas of museum operations measured against industry standards. The museum aligns its documentation and practice to national standards, with guidance from the MAP team, and a peer review process. The process starts with an Expression of Interest, followed by Accreditation and eventually Re-Accreditation. There is a separate stream for volunteer museums (those with no paid staff or up to one paid staff member).

At present the program is undergoing a strategic review which involves bringing program content and processes into a digital context, reviewing program structures, and taking a user-focused approach to all aspects of the program.

Under the general direction of the Executive Director and in consultation with the MAP Advisory Committee, the MAP Co-Manager will:

- 1.1** Manage and / or carry out all tasks needed to ensure successful implementation of MAP to meet both members' needs and those of the organisation. This includes:
 - Processing and reporting for Enrolment, Accreditation and Re-Accreditation assessments (including evaluation of submissions and facilitating site visits).
 - Overall program co-ordination, managing applications, providing support and advice about best practice and Standards to participants.
 - Developing resources including updating questionnaires, developing information sheets and templates and sourcing model documents from Accredited museums.

- 1.2** With other AMaGA (Vic) staff, manage MAP alongside other key services and activities. This includes:
- Coordinating the MAP Advisory Committee and advisory panels.
 - Representing and promoting the program to Victorian museums, art museums, local government and related networks.
 - Handling general enquiries about the program and building tangible benefits for participants.
 - Maintaining clear, accurate and current file records as part of the organisational knowledge base.
 - Tracking progress against deliverables and identifying resources needed to develop MAP.
 - Contributing to the development, testing and delivery of the program's strategic review
- 1.3** Promote and contribute to development of the *National Standards for Australian Museums & Galleries* as AMaGA (Vic) is the Victorian representative of the National Standards Taskforce.
- 1.4** Develop work plans, reporting systems, sponsorship materials and proposals for future activities, and work to the budget provided by the Executive Director.
- 1.5** Ensure programs are completed within agreed budgets, achieving agreed outcomes.
- 1.6** With the Communications Manager, generate and contribute content for e-bulletins, media releases, blogs and social media; and when appropriate, working within policy guidelines upload content to digital platforms
- 1.7** Other duties as required from time to time.

2. KEY SELECTION CRITERIA

- 2.1** Experience working in a museum or art museum.
- 2.2** Qualifications related to museum, heritage or curatorial studies.
- 2.3** A strong understanding of the *National Standards for Australian Museums & Galleries and Best Practice*.
- 2.4** An understanding of issues and networks in the diverse Victorian museum industry, including the volunteer sector.
- 2.5** Excellent interpersonal skills, including demonstrated ability to build and maintain relationships with people of diverse backgrounds and ability to deal with high level stakeholder relationships – volunteers to directors of organisations.
- 2.6** Highly developed oral and written communication skills including preparation and presentation of detailed reports.

2.7 Highly developed time management and organisational skills to combine office work with on-site training and assessment in metropolitan and regional locations.

2.8 Demonstrated proficiency in using MS Office applications and familiarity with using web platforms to manage and publish content.

2.9 Demonstrated ability to contribute to team goals and work in a job-share structure.

3 OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

3.1 Previous experience in a non-profit organisation and/or museum environment.

3.2 A commitment to continuous improvement and teamwork, and ability to work in a job-share structure.

3.3 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, *Australian Museums and Galleries Association Magazine*. The national office is located in Canberra. Australian Museums and Galleries Association Victoria (AMaGA Victoria) represents members of the organisation based in Victoria. The management committee is elected by, and responsible to, the Victorian membership. It conducts an extensive program of activities and receives generous support from Creative Victoria and other government and philanthropic groups.

The MAP Co-Manager is responsible to the Executive Director. Other staff include: MAP Co-Manager, Communications Manager, Office Coordinator, Events and Professional Development Manager, Finance Manager, Program Manager Victorian Collections, Veterans Heritage Project Manager, Operations Coordinator Victorian Collections, and three Regional Digitisation Officers.

5. AUTHORITY

The MAP Co-Manager is authorised to:

5.1 Take appropriate action to ensure delegated programs and respective budgets are managed in a timely and efficient manner.

5.2 Provide MAP applicants with advice within the officer's sphere of expertise.

5.3 Publicly promote the delegated programs and other branch activity.

6. OTHER RELEVANT INFORMATION

- 6.1 The substantive position is part time (0.5FTE). 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 We have received funding through the Creative Victoria Strategic Investment Fund to implement outcomes from the strategic review which will require the incumbent to complete additional hours through to end of May 2021. These hours will vary and be negotiated with the employee.
- 6.2 The position is based in Melbourne and involves regular regional travel, which can include the occasional overnight to a few nights' stay.
- 6.3 General terms and conditions as described in the Terms and Conditions of Employment and the Employment Policies and Procedures Manual. The position is subject to the successful completion of a six-month probationary period.
- 6.4 Further enquiries may be directed to: map@amagavic.org.au