



**AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION VICTORIA  
POSITION STATEMENT**

**Position Title:** Regional Coordinator, Bushfire Recovery Project

37.5 hours per week - Casual, fixed term  
Based in Towong Shire Council region, Victoria  
Five weeks – May to June 2022

**Reports To:** Program Manager, Bushfire Recovery Project

**Date of Revision:** March 2022

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**Closing date:** Applications will be accepted on a rolling basis and assessed upon receipt. The final date for application is 11.59pm 25 April 2022, unless the position is filled prior to this date.

**THE BUSHFIRE RECOVERY PROJECT (BRP)**

The BRP will involve transporting and establishing temporary digitisation and conservation assessment studios in bushfire affected regions of Victoria. There will be an opportunity for collection and personal items to be digitised by local digitising officers, offering employment to the local community. The studios will assist in community rebuilding, skills development, local capacity building, memorialisation, and remembrance.

Local community organisations and residents within the regions will be invited to bring their precious material to be digitised and preserved. The aim of this project is to help future proof collections by reminding organisations and individuals of the importance of digitising and documenting items important to them.

This project is part of the Victorian State Government Regional Business and Economy Recovery Plan and funded under the Local Economic Recovery (LER) Regional Economic Program. The BRP is managed by Australian Museums and Galleries Association (AMaGA) Victoria and supported by Creative Victoria.

## 1. DUTIES

The Regional Coordinator (RC) is responsible for co-ordinating the regional team and providing digitisation assistance and guidance to project participants. Over the course of the Project, the RC will work with small-sized collecting organisations (such as museums, keeping places, historical societies, and galleries) as well as individual members of local communities. The overall aim of the Project is to help facilitate disaster preparedness and recovery through digitisation and best practice advocacy.

The RC works within AMaGA Victoria's wider team and partnerships. The position will be based in the region as stated above and regular, multi-day, offsite travel will be required.

In addition to well-developed digitisation skills, the role will require effective communication skills, working with organisations and individual community members. This role will coordinate the Project in their region and support the Regional Digitisation Officer/s allocated. As a team, the primary objective is to assist in digitising collections of regional organisations and individuals. You will also offer advice and guidance on digitisation, preventative conservation, and collection management skills.

Under the direction of the Project Manager, and the Executive Director, the Regional Coordinator will:

- 1.1 Deliver digitisation and collection management guidance to diverse audiences.
- 1.2 Perform digitisation of items of participant collecting organisations, as well as individuals, at public community events.
- 1.3 Build and maintain relationships with local government, libraries, galleries, archives, and other cultural institutions in regional Victoria.
- 1.4 Account for performance against agreed deliverables and timeframes; work within a delegated budget; and maintain accurate records of activities, expenditures, and project milestones against KPIs for reports to the BRP Project Manager and AMaGA Victoria Executive Director.
- 1.5 Maintain and refine internal evaluation tools and processes to monitor and measure the effectiveness of the Bushfire Recovery Project.
- 1.6 Other duties as required from time-to-time.

## **2. KEY SELECTION CRITERIA**

- 2.1 Demonstrated experience in digital studio photography using a range of set-ups including digital cameras, studio lighting, and copy stand imaging for both 2D and 3D objects. Application of these skills within a museum or gallery setting (or similar) is highly desirable.
- 2.2 Demonstrated experience, competency, and understanding of image editing software and file conversion software for best practice digital preservation (i.e., Photoshop, Lightroom).
- 2.3 Highly developed time management and organisational skills including reporting.
- 2.4 Demonstrated communication and interpersonal skills including confident public-speaking, with a proven ability to collaborate at all levels and develop effective relationships with a range of internal and external stakeholders.
- 2.5 A current driver's license and access to a vehicle.

## **3 OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

- 3.1 Previous experience in a non-profit organisation and/or collecting organisation environment.
- 3.2 Previous experience using collection management system software such as KE Emu, Vernon, or Victorian Collections is desirable.
- 3.3 A demonstrated understanding of museum best-practice in caring for, cataloguing and digitising collections, as per the *National Standards for Australian Museums & Galleries* (version 1.5).
- 3.4 Experience in image management, copyright, and intellectual property processes within a collecting organisation setting or similar.
- 3.5 Tertiary qualification in museums, libraries, archives, or galleries is desirable.
- 3.6 Familiarity with standard computer software including Google Chrome and Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams).

#### 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 bi-annual national journal, *MaG Magazine*. The national office is located in Canberra; however, Australian Museums and Galleries Association Victoria represents members of the organisation based in Victoria with a management committee elected by, and responsible to, the Victorian membership.

The Regional Coordinator is responsible to the Project Manager, BRP

Other staff include:

##### **CORE PROGRAMS**

Executive Director  
Office Coordinator  
Manager, Finance  
Manager, Communications  
Manager, Events and Professional Development  
Manager, Museum Accreditation Program (x 2)

##### **VICTORIAN COLLECTIONS**

Program Manager  
Operations Coordinator  
Digitisation Officer (x 3)

##### **SPECIAL PROJECTS**

Regional Coordinator, CHART Grants Program  
Project Manager, Regional Collection Access Program

#### 5. AUTHORITY

The Regional Coordinator is authorised to:

- 5.1 Under guidance from the BRP Project Manager, take appropriate action to ensure the program and respective budgets are managed in a timely and efficient manner.
- 5.2 Manage the operational and administrative activities of the Bushfire Recovery Project for an allocated region, including liaising with other team members and external stakeholders including any host organisation.
- 5.3 Publicly promote the Bushfire Recovery Project and other associated activities.

## 6. OTHER RELEVANT INFORMATION

- 6.1 The position is casual, fixed term for five weeks in May to June 2022, at 37.5 hours per week. Some out of hours work and flexible working days may be required.
- 6.2 Accommodation costs will be provided where requests are considered reasonable in accordance with AMaGA Victoria's travel safety policies. A device will be provided to the team for the project. You will require access to a device to communicate with team members/attend meetings. Expenses relating to the work-related use of a personal mobile phone will be reimbursed.
- 6.3 AMaGA Victoria has staff support available through their Employee Assistance Program (EAP), which will be accessible for this project.
- 6.4 The position is based in the Towong Shire Council region and may involve regular travel.
- 6.5 The AMaGA Victoria office is currently housed within the Royal Exhibition Building, Melbourne through the support of Museums Victoria.
- 6.6 General terms and conditions for employment are as described in the *Terms and Conditions of Employment and Employment Policies and Procedures Manual*.
- 6.7 The hourly rate for this position is \$41.78 (inclusive of casual loading of 25%) plus Superannuation paid to the minimum required by applicable legislation.
- 6.8 Enquiries to be directed to: Rachel Jones, Project Manager, Bushfires Recovery Project, on (03) 9270 5063 or regional call 1800 680 082, or e-mail: [rjones@amagavic.org.au](mailto:rjones@amagavic.org.au).