



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

**Position Title:** Regional Digitisation Officer, Bushfire Recovery Project

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

**Reports To:** Project 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 Digitisation Officer (RDO) will provide digitisation assistance and guidance to project participants. Over the course of the Project, the RDO 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 RDO works within AMaGA Victoria's wider team and partnerships. The RDO 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 sound communication skills, working with organisations and individual community members. With the Regional Coordinator (RC), as a team, the primary objective is to assist in digitising collections of regional organisations and individuals. With support from the RC, you will also offer advice and guidance on digitisation, preventative conservation, and collection management skills.

Under the direction of the Project Manager and Regional Project Co-ordinator, Bushfire Recovery Project, the Regional Digitisation Officer 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 Provide timely and accurate data to the Regional Project Coordinator for evaluation to monitor and measure the effectiveness of the Bushfire Recovery Project.
- 1.4 Other duties as required from time-to-time.

## **2. KEY SELECTION CRITERIA**

- 2.1 Demonstrated experience and working knowledge of digital photography. Studio photography using a range of set-ups including digital cameras, studio lighting, and copy stand imaging for both 2D and 3D objects in a museum or gallery setting, or similar, is 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.

2.4 Demonstrated communication and interpersonal skills including confident public-speaking, with an ability to collaborate 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 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) desirable.

3.3 Experience in image management, copyright, and intellectual property processes within a collecting organisation setting or similar is desirable.

3.4 Tertiary qualification in museums, libraries, archives, or galleries is desirable.

3.5 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 Digitisation Officer is responsible to the Project Manager, with day-to-day activities and responsibilities overseen by the Regional Coordinator, 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 Digitisation Officer is authorised to:

- 5.1 Under guidance from the Regional Coordinator and Project Manager, take all appropriate action to ensure delegated tasks are managed in a timely and efficient manner.
- 5.2 Publicly promote the Bushfire Recovery Project and other associated activities.

### **6. OTHER RELEVANT INFORMATION**

- 6.1 The position is casual, fixed term for six 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 East Gippsland 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 \$39.95 (inclusive of casual loading of 25%), plus Superannuation paid to the minimum required by applicable legislation.
- 6.8 Further enquiries may 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).