

JOB DESCRIPTION

Job Title:	Assistant Registrar: Access and Documentation
Location:	Museum and Art Gallery of the Northern Territory, Darwin
Terms:	Full time, 3 year contract
Package:	\$90,000 pa + 10% super
Responsible to:	Registrar
Closing date:	15 December 2021

How to apply:

1. Provide a statement addressing the Selection Criteria (no more than two A4 pages);
2. Provide your CV including three referee contacts (referees will not be contacted without prior consent); and
3. Submit applications via email to careers@magnt.net.au by the closing date.

The Museum and Art Gallery of the Northern Territory (MAGNT) is the Northern Territory's premier cultural and scientific institution. It offers a dynamic and diverse arts, science and cultural program to more than 300,000 visitors each year.

We are a museum and gallery known for our collections and expertise in Aboriginal cultures, natural sciences, histories and arts across Northern and Central Australia and our neighbours to the north.

We connect people to the stories of the Northern Territory. Our collection drives curiosity, exploration and partnerships. Our physical spaces are destinations loved by locals and a must-see for Territory visitors. Our digital connectivity expands the reach of our collection. Our guests tell their friends about their distinctive Territorian experience.

MAGNT has seven venues: MAGNT Darwin, the Defence of Darwin Experience, Fannie Bay Gaol, Lyons Cottage, the Museum of Central Australia (incorporating the Strehlow Research Centre), Megafauna Central and the Alcoota fossil site. A new Art Gallery opening in Darwin's CBD in 2024/25 will add an eighth MAGNT site.

Primary Objective:

The Assistant Registrar: Access and Documentation will be principally responsible for MAGNT's History and Culture Collection Management program as it relates to physical and digital access to the Collection. This includes collections management system maintenance as well as the development, review and implementation of documentation, policies, procedures and the project management of collection management activities. This role will support the implementation of collections management operations as they relate to preventative conservation, exhibitions, research and digitisation.

Key Responsibilities:

1. Facilitate physical and digital/electronic access to MAGNT's Collection that enables and enhances access to the collection.
2. Manage and undertake the EMu collections management system database clean-up, create and update records, registry settings, generate reports and assist with the standardisation of data fields. Oversee software upgrades and database migration, metadata development and search capabilities. Undertake staff training and provide assistance in the use of the CMS.
3. Process internal and external copyright and reproduction of images requests and ensure compliance with the Australian Copyright Act and Moral rights.

4. Manage the documentation of the collection for improved cataloguing, access and accurate reporting in accordance with museum standards and according to the Records Management policy and procedures.
5. Develop and maintain MAGNT's disaster plan, facility reports, documentation, policies and procedures, and prepare loan forms and agreements.
6. Contribute to relevant operational planning processes, the implementation of the Museum's strategic plan, ensuring statutory and legislative requirements are adhered to and effective risk management procedures are in place. Prepare reports, briefing papers and other documents.
7. Planning and preparation for exhibition as it relates to collections management to ensure safe and effective care, condition checking, handling and movement of cultural and historic material.
8. In collaboration with other collections management staff, plan/implement safe storage for improving the management of collection material and storage facilities to provide for safe and effective handling, packing, transportation, installation, display and storage of cultural objects in a variety of media.
9. Manage Collections Officers and oversee volunteers and contractors as needed.
10. On occasion perform other duties as appropriate.

Selection Criteria:

1. Relevant tertiary qualifications art, art history, history or museum studies and a minimum of 3 years' experience gained working in a museum or art gallery environment in the application of registration and collection management practices and professional museum standards.
2. Demonstrated ability in the use and implementation of EMu Collections Management System. Experience in developing policies and standards relevant to CMS is desirable.
3. Proven experience in the management of collections that provide for safe and effective handling, packing, transportation, installation, display and storage of cultural objects in a variety of media.
4. Experience in managing loans in a museum or art gallery that provide for safe and effective handling, packing, exhibition installation/deinstallation, transport and storage of cultural objects in a variety of media. Includes a sound knowledge of national and international freight procedures.
5. Ability to understand issues relating to the use of images and knowledge of relevant Copyright legislation and Intellectual Property procedures.
6. Proven ability to work effectively and harmoniously in a multi-disciplinary team environment, and strong organisational skills to self-manage workload across concurrent projects, prioritising and completing tasks within scheduled timeframes.
7. Highly developed communication and interpersonal skills at institutional, government and community levels, including a demonstrated ability to prepare high quality documentation and responding to internal and external enquiries.
8. Understanding and knowledge of WHS standards and how to implement these in relation to safe practices for the movement, location and storage of collections, lifting and carrying objects, climbing ladders and use of tools.
9. Experience in managing staff in an effective manner to deliver on a range of projects and foster development opportunities

Additional:

- This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.
- MAGNT is an Equal Opportunity Employer and values diversity in the workplace. Aboriginal and Torres Strait Island applicants are encouraged to apply.
- MAGNT promotes flexible ways of working and applicants are encouraged to discuss arrangements for this role.
- Applicants must have full Australian work rights.
- A valid Australian Drivers licence is essential.
- An NT Working with Children Clearance (Ochre) Card is a requirement of the position.

- Current Australian National Police Check is required prior to commencing the position.

Further Information:

- From 13 November 2021 all MAGNT employees subject to the Chief Health Officer Directions No.55 of 2021 are required to provide evidence of at least one dose of an approved COVID-19 vaccination and evidence of two doses completed by 24 December 2021 except in circumstances where there is a medical exemption.
- For further information please visit our website at magnt.net.au or,
- Contact Registrar, Elaine Labuschagne (08) 8999 8278 or elaine.labuschagne@magnt.net.au