**JOB DESCRIPTION**

**Job Title:** Trainee Aboriginal Heritage Collection Assistant

**Location:** Museum and Art Gallery of the Northern Territory, Alice Springs

**Terms:** Full time or Part time to be negotiated, 3 year contract

**Package:** $60,000pa (pro rata) + 10% super

**Responsible to:** Central Australia Manager

**Closing date:** 5pm, 13 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](mailto:careers@magnt.net.au) by the closing date.

***Note: Due to the genuine gender requirements of the role this position is open only to males and is identified as a Special Measures position under clause (42) of the Anti-Discrimination Act 1992. Aboriginal male applicants are strongly encouraged to apply and will be given priority consideration under clause (57.1) of the Anti-Discrimination Act.***

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 Trainee Aboriginal Heritage Collection Assistant will, under supervision, assist with the day-to-day collections care of MAGNTs Aboriginal heritage material and supports the implementation of operations as it relates to collections management, research, repatriation, digitisation, and access. This position forms part of a team that liaises with Indigenous clients of the Indigenous Repatriation Program (IRP), providing cultural expertise and working with culturally sensitive material which may include ancestral remains and secret sacred material. This position will be required to undertake the duties of Visitor Experience Officer as needed, from this you will gain experience and understanding of the role of visitor experience and the work of a Museum by being part of a busy team in charge of welcoming our visitors.

**Key Responsibilities:**

1. In collaboration with the Aboriginal Heritage Officer facilitate culturally safe access to the Aboriginal heritage collection for custodians and researchers.
2. Under direction assist with collection management of the Strehlow Research Collection including: preventative conservation, documentation, copyright and provenance research, and storage.
3. In collaboration with the Aboriginal Heritage Officer liaise with Aboriginal communities and traditional custodians, and assist with coordinating cultural consultants, on matters related to the IRP and the Aboriginal heritage collection.
4. Under supervision assist with research associated with the IRP including the preparation of supporting evidence, reports, and recommendations, to address repatriation requests and assist with the coordination of the return of ancestral remains and secret sacred objects from other institutions.
5. Act as Visitor Experience Officer two shifts per week and assist with lunch covers of the front desk Visitor Experience Officers as needed.
6. Undertake study/ training as negotiated and agreed by both parties.

**Selection Criteria:**

**Essential:**

1. Ability to work unsupervised under conditions of strict confidentiality and cultural protocols and maintain discretion when handling confidential or sensitive material.
2. Demonstrated experience in engaging with culturally sensitive material and an understanding of collection management practices.
3. Ability to work directly with Central Australian men’s secret sacred objects and associated resources such as written texts, film, photographs and sound.
4. Intermediate level written and verbal communication skills as well as a demonstrated capability to liaise with diverse stakeholders.
5. Ability to interact effectively with people from different cultures and ensure Work Health Safety (WHS) system compliance.

**Desirable:**

1. Ability to demonstrate participation in Central Australian Aboriginal men’s ceremonial practices.
2. Ability to speak, read and write Arrernte.
3. Degree in Anthropology or a related discipline.

**Additional:**

* Some weekend and out of hours work may be required.
* 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.
* MAGNT supports best practice cultural safety for all employees.
* MAGNT promotes flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.
* Applicants must have full Australian work rights.
* A valid Australian Drivers licence is required.
* An NT Working with Children Clearance (Orche) 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 [www.magnt.net.au/careers](https://www.magnt.net.au/careers)
* Contact Joe de Beer, Central Australia Manager on 08 8951 1101 or via email at [josef.deBeer@magnt.net.au](mailto:josef.deBeer@magnt.net.au)