**JOB DESCRIPTION**

**Job Title: Aboriginal Heritage Manager**

**Terms: Full time, 12 month contract**

**Package: $110,000 + 9.5% super**

**Location: Darwin or Alice Springs**

**Responsible to: Assistant Director, Content and Innovation**

**Direct reports: Cultural Repatriation Researcher**

**Closing date: 14 March 2021**

**Submit applications via email**: [careers@magnt.net.au](mailto:careers@magnt.net.au)

***This position is identified as a special measures role open to Aboriginal or Torres Strait Islander applicants.***

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 the 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: Bullocky Point, 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 2023 will add an eighth MAGNT site.

##### Primary Objective:

This role is responsible for managing MAGNT’s Aboriginal Heritage activities across MAGNT venues in Alice Springs and Darwin, including policy development and enhancing Indigenous engagement with MAGNT’s collections, exhibitions and research. This position involves working with culturally sensitive material which may include ancestral remains and secret sacred objects.

##### Key Responsibilities:

1. Supervise research staff and lead specialist research associated with MAGNT’s Aboriginal Heritage programs
2. Engage with and assist communities and researchers to access cultural materials held at MAGNT in a culturally safe manner
3. Develop, consult on and implement policies for the documentation, care of, access to, and repatriation of Aboriginal cultural material
4. Provide high level advice on Aboriginal cultural practice and cultural integrity within MAGNT and take a leading role in creating a culturally safe environment for Aboriginal employees at MAGNT
5. Provide leadership in MAGNT’s implementation of the national framework *First Peoples: a roadmap for enhancing Indigenous engagement in museums and galleries*
6. Establish and foster local and national relationships and networks by presenting at forums and symposiums, and by preparing papers and published works
7. Liaise with Aboriginal communities and traditional custodians on matters related to MAGNT’s collections including repatriation of ancestral remains, secret sacred objects, and associated knowledge to their Indigenous custodians
8. Write grant applications, provide detailed progress reports for both internal and external use and acquit grants
9. Develop and deliver public engagement activities where appropriate

##### Selection Criteria:

1. High-level understanding of the key issues and challenges of repatriation and the management of Aboriginal Heritage in the context of a museum or similar collecting institution and demonstrated ability to manage complex situations respectfully.
2. Ability to work autonomously and manage staff under conditions of strict confidentiality and cultural protocols while ensuring Work Health Safety system compliance and management of the cultural safety of Aboriginal employees
3. Demonstrated experience in conducting consultations and developing strong protocols in collaboration with custodians
4. Ability to provide timely and constructive high level advice in relation to matters concerning repatriation, care of cultural heritage and cultural safety
5. Ability to interact effectively with people of different cultures and beliefs, whilst building relationships with internal and external stakeholders, including custodians, researchers, collecting institutions and government departments
6. High-level oral and written communication skills with proven ability to write complex reports and other correspondence while adhering to deadlines.
7. Demonstrated experience and understanding of collection management practices

##### Desirable:

1. Tertiary qualification in Anthropology, Museum Studies or a related discipline

##### Additional:

* Some interstate and intra-territory travel is required.
* Some weekend and out of hours work is required, including participation in a duty manager roster.
* 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 promotes flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.
* A valid Australian Drivers licence is essential.

##### Further Information

Applications must address the selection criteria and include three referee contacts.

Referees will not be contacted without prior consent.

For further information please visit our website at [www.magnt.net.au/careers](http://www.magnt.net.au/careers) or contact Assistant Director Content and Innovation, Regan Forrest on 08 8999 8216 or via email at [regan.forrest@magnt.net.au](mailto:regan.forrest@magnt.net.au)

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