

Expression of Interest Professional Development Opportunity

JOB DESCRIPTION

Job Title:	Technical Officer (History & Culture)
Location:	Museum and Art Gallery of the Northern Territory, Darwin
Terms:	3 month contract, full time
Package:	\$70,000 + plus 9.5% super (pro rata)
Responsible to:	Acting Registrar
Closing date:	20 December 2019

This development opportunity is open to all staff to broaden individual skillsets and encourage a diverse range of work experience across MAGNT. The position provides a broad range of administrative and hands on support to the Collection Management and Conservation team.

A brief expression of interest (no more than one page) outlining skills relevant to the “key responsibilities” below should be emailed COB Friday 20 Dec to careers@magnt.net.au

Primary Objective:

Provide technical collection management support for History and Culture collections associated with the documentation, location, storage and movement of collection items, object handling and exhibition installation activities.

Key Responsibilities:

1. Retrieve collection material ensuring works are handled and supported in accordance with recognised professional standards and ensure collection management documentation is updated.
2. Undertake documentation, movement and storage of collection objects in compliance with museum standards.
3. Assist with the preparation, installation and uninstallation of exhibition and loan material to ensure the effective care, handling and movement of cultural, scientific and historic material.
4. Support the processing of inward and outward loans and cultural property including packing of items for transport.
5. Assist with reorganising collection material and storage facilities to maximise space.
6. Support the accessioning procedures to ensure that objects in the Collection are appropriately registered, labelled and stored.

Selection Criteria:

1. Relevant tertiary qualifications or prior experience in handling and caring for historic, scientific and cultural collections.
2. Experience in assisting with installation of exhibitions of cultural, scientific or historic material.
3. Well-developed oral and written skills and demonstrated ability to work effectively in a multi-disciplinary team environment to ensure the care of the collection.
4. Ability to accurately maintain physical and electronic records relevant to the management and care of collections and exhibitions.
5. Understanding and knowledge of WHS issues and how these relate to safe practices for the movement, location and storage of collections.

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Desirable

1. Knowledge of museum practices and collection management experience gained from industry experience
2. Current drivers licence

Further information:

For further information contact Sue Horner 8999 8278

Submit applications via email: careers@magnt.net.au by COB Friday 20 December