

POSITION SUMMARY

Museum Coordinator – Bathurst Rail Museum & Chifley Home (CS560)

Directorate	Cultural & Community Services
Section	Museum Unit
Classification	Band 2 Level 2 Grade 6
Position Status	Permanent 35 hours per week
Commencing Salary Range	\$1175.85 - \$1235.38 per week
Reports to	Manager Museums
Direct Reports	Front of House Museum Assistant Casual Guides
Work Location	Bathurst Rail Museum & Chifley Home

Position Purpose

This position forms part of the newly established Museums Unit within Bathurst Regional Council that includes the National Motor Racing Museum, Australian Fossil and Mineral Museum, Chifley Home and the soon to be established Bathurst Rail Museum.

The Museum Coordinator - Bathurst Rail Museum & Chifley Home will be primarily responsible for the day to day operations of the two museums working with other staff to provide high quality and sustainable museums.

Key Responsibilities

- Coordinate the day to day operations of the museum including staff and volunteer management, retail operations, budgets, records management, promotion and the development and understanding of Museum protocols.
- Undertake display management by maintaining relevant information through research, working with other staff and key external stakeholders to ensure the protection of the collections.
- Develop and maintain key external partnerships and industry connections to ensure the relevance and sustainability of the museum.
- Develop, manage and implement a range of income generating initiatives including, public programs, education, museum retail and venue hire.
- Work with Manager Museum, other Museum Coordinators and staff to ensure a cohesive and strategic approach to the provision of museums.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Tertiary qualifications in related area or appropriate industry experience.
- Demonstrated knowledge of the content of the museums and the history of Rail and Ben Chifley.
- Knowledge of contemporary museum practice and experience in the management of a museum or similar facility.
- Experience in the management of staff and/or volunteers.
- Demonstrated success in the development and management of public and/or education programs.
- Demonstrated understanding/experience in business modelling to generate income and sustainability.
- Demonstrated high level written and oral communication across all modes and audiences.
- Well-developed interpersonal skills and the proven ability to lead and work as part of a team.
- High level computer literacy including website content management and social media platforms.
- A current driver's licence.

Desirable

- Experience in all areas of retail management.
- Current Responsible Service of Alcohol certificate.

Expected Organisational Standards

- Follow defined WHS procedures.
- Provide service to customers.
- Work effectively in the Local Government context.
- Work with others in Local Government.
- Communicate in the Workplace.
- Follow defined risk management policies and procedures.
- Follow defined ethical guidelines from Council, including Code of Conduct.
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hours per week.
- Hours of work are 9.00am to 4.30pm Monday to Friday, weekend and evening work will be required.
- Probationary period of 4 months.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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