

# POSITION SUMMARY

## MUSEUM COORDINATOR – BATHURST RAIL MUSEUM/CHIFLEY HOME (CC560)



<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Museum Unit
<b>Classification</b>	Band 2, Level 3, Grade 7
<b>Position Status</b>	Permanent Full Time
<b>Commencing Salary Range</b>	\$1,449.90 to \$1,523.30 per week plus super
<b>Reports to</b>	Manager Museums Unit
<b>Direct Reports</b>	Front of House Museum Assistant Casual Guides Volunteers
<b>Work Location</b>	Bathurst Rail Museum/Chifley Home

### Position Purpose

This position is a leadership role within the Bathurst Museums Unit that includes the Australian Fossil and Mineral Museum, National Motor Racing Museum, Central Tablelands Collections Facility, Bathurst Rail Museum and Chifley Home.

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 development and understanding of Museum protocols and procedures.
- Have a working knowledge of the objects and stories relevant to the museum and an ability to communicate and promote the museum in an appropriate manner that reflects the audiences needs e.g. social media, tours, media calls.
- Undertake display management by maintaining relevant information through research, working with other staff and key external stakeholders to ensure the protection and accurate information regarding the collections.
- Work with collections staff in the acquisitioning, deaccessioning and loans (outgoing and incoming) of museums objects following procedure providing accurate paperwork
- Develop and maintain key external stakeholders and industry connections to ensure the relevance and sustainability of the 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.

- Develop, manage and implement a range of income generating initiatives including public programs, education, museum retail, commercial agreements and venue hire.
- Assist in the identification and relationship building with potential and existing sponsors and financial supporters of the museum in partnership with other museums Bathurst staff.
- Work with Manager Museums and other Museum Coordinators and staff to ensure a cohesive and strategic approach to the provision of Museums.
- Develop and implement site, building and asset management strategies (e.g. cleaning, grounds maintenance, security and monitoring systems).
- Undertake special projects as identified to enhance and develop the museum and the reputation of museums Bathurst as a whole.

## 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 in Bathurst and New South Wales and Prime Minister Ben Chifley.
- Knowledge of contemporary museum practice and experience in the management of a museum or similar facility.
- Demonstrated entrepreneurial, public relations and marketing abilities in collections management and/or corporate development, fundraising and sponsorships and/or public program management.
- 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 Class C driver's licence.

### Desirable

- Experience in all areas of retail management.
- Demonstrated experience in media relations and social media management (including relevant policies and procedures).
- Technical expertise and knowledge of Museum displays.

## 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

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- 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 3 months.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 10.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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