

POSITION DESCRIPTION

Senior Curator & Collections Manager

Permanent part-time (0.8)

How to apply

To apply for this position, please send:

- your CV with
- a cover letter demonstrating how you meet the key attributes, skills and experience required for this role

to:

Rebecca Forgasz
Director & CEO
Jewish Museum of Australia
PO Box 117
St Kilda VIC 3182

or via email – director@jewishmuseum.com.au

If you have any questions about the position description, or would like further information about the role prior to submitting your application, please contact Rebecca Forgasz, Director & CEO, on (03) 8534 3630 or director@jewishmuseum.com.au for a confidential discussion.

For further information about the Jewish Museum of Australia, please visit our website <http://www.jewishmuseum.com.au>

Closing date for applications: Friday 15th September 2017

POSITION DESCRIPTION



Senior Curator & Collections Manager

Permanent part-time (0.8)

Primary focus of position:

The Senior Curator & Collections Manager is responsible for the development and management of the Museum's collection and exhibitions. The Senior Curator & Collections Manager maintains a strategic overview of the profile and character of the Museum's collection, and ensures that the Museum complies with professional museum standards in the management of the collection. The Senior Curator & Collections Manager also leads the long term planning, development and implementation of the Museum's permanent and temporary exhibition program.

As a team leader, the Senior Curator & Collections Manager is responsible for leading the strategic and annual work planning for the Curatorial team, and is accountable for the administration and operational management of the team, including staff supervision and performance management, budget management, policy development, physical resources and work environment. As a member of the Museum's Leadership Team, the Senior Curator & Collections Manager takes a lead role in supporting delivery of the Museum's strategic objectives and promoting the Museum's values internally and externally.

- Reports to:** Director
- Responsible for:** Curator; Registration Assistant
- Hours:** Part time (0.8 – ie 30.4 hours per week)
- Duration:** Ongoing
- Salary:** Available upon inquiry

Key responsibilities and tasks:

KEY RESULT AREA	TASKS
1. Collection development, management and access	<ul style="list-style-type: none">• Lead the development and implementation of a plan for the strategic development of the Museum's collection, including targeted de-accessioning• Lead the development and regular review of the Museum's collection-related policies• Ensure that sound procedures and systems are in place for the registration, documentation and management of the collection and for the management of information pertaining to the collection• Lead the project to fully digitise the Museum's collection database, with the dual aim of improving the efficiency of collection management and providing online access to the collection• Convene and chair regular meetings of the Museum's Acquisition Committee• Assess and approve requests for external loans from the Museum's collection
2. Exhibition planning and management	<ul style="list-style-type: none">• With the Director, develop a long-term temporary exhibition schedule in accordance with the Museum's Strategic Plan. This includes:<ul style="list-style-type: none">– establishing and managing a process for the assessment and selection of exhibition proposals incorporating input from internal and external stakeholders– initiating and developing concepts for exhibitions

KEY RESULT AREA	TASKS
	<ul style="list-style-type: none"> – seeking out potential travelling exhibitions from overseas – development of budgets for exhibitions • Source and negotiate travelling exhibitions from overseas • Commission and contract curators, artists, designers and other exhibition contributors • Project manage the development and delivery of temporary exhibitions, ensuring they are delivered in accordance with professional museum standards, within designated timeframes and budgets and in line with the Museum’s brand strategy • Ensure that the findings of visitor evaluation, customer and market research are incorporated into the development of exhibitions • Lead the periodic review and refurbishments of permanent exhibitions • Schedule and oversee implementation of regular object rotations in the Museum’s permanent exhibitions • Develop and regularly update exhibition-related policies • Ensure the establishment of and adherence to processes, procedures and systems for the management of exhibitions • Ensure the good condition and operation of all the Museum’s exhibition spaces
<p>3. Strategic partnerships & stakeholder relations</p>	<ul style="list-style-type: none"> • Initiate and maintain strategic alliances with relevant museums, cultural institutions, community groups, universities, and other stakeholders to promote use of and access to collection • Manage relationships and partnerships pertaining to collaborative research and exhibition activities • Maintain contacts with peers at museums nationally and internationally • Work with the Development team to cultivate and steward relationships with donors as required
<p>4. Team leadership and staff management</p>	<ul style="list-style-type: none"> • Monitor implementation of work plans and development plans for individual team members, ensuring that team members complete assigned tasks within agreed timeframes • Ensure staff have the appropriate level of skills and training for tasks they are required to undertake • Give regular informal feedback to team members and undertake formal performance reviews • Establish and implement effective communication strategies within the team, and maintain a positive work environment to ensure that team members are productive and motivated • Liaise with the Volunteer Coordinator to ensure appropriate resourcing for the curatorial team
<p>5. Administration and general organisational responsibility</p>	<ul style="list-style-type: none"> • Ensure that all Museum policies, procedures and work practices are implemented and adhered to • Ensure all organisational reporting requirements are completed accurately and on time • Manage risk associated with exhibitions and collections • Prepare and manage annual operational budgets for the curatorial department • Share relevant information with colleagues and contribute to effective internal communication • Seek opportunities to continually improve the delivery of products and services • Contribute to the preparation and acquittal of sponsorship, grant and other funding applications for Museum programs

KEY RESULT AREA	TASKS
	<ul style="list-style-type: none"> Participate in regular Leadership Team meetings and contribute to organisational strategic planning and other initiatives as required

Key attributes, skills & experience:

Qualifications

- A degree in museum studies, art history, curatorship or other discipline relevant to the role

Experience

- At least 10 years' experience in curatorial/collection/exhibition management roles with at least 3 years at a senior level
- Demonstrated experience in developing collections and implementing collection management principles to a high professional standard
- Demonstrated experience in planning and managing high quality exhibitions with a focus on engaging audiences in an accessible manner
- Demonstrated experience leading teams and managing performance
- Demonstrated experience planning and managing budgets

Knowledge & skills

- A strong understanding of Jewish culture, history and the Australian Jewish community
- Thorough understanding of and experience using KE Emu or similar collection management software
- Excellent written and verbal communications skills
- Outstanding organisational and time management skills and ability to set priorities, meet deadlines and achieve targets
- Ability to communicate and manage relationships with internal and external stakeholders from a wide range of backgrounds