

POSITION DESCRIPTION – COLLECTIONS OFFICER

Primary focus of position:

The Collections Officer plays an important role in ensuring the documentation, registration and preservation of the Museum’s collection in accordance with professional museum standards. The Collections Officer also assists with the coordination of incoming loans for exhibitions, and outgoing loans from the Museum’s collection.

This position description provides the full scope of the responsibilities of this role. Specific expectations and deliverables are discussed and agreed with the Senior Curator & Collections Manager as part of the annual planning process, and are documented in an annual work plan.

Reports to: Senior Curator & Collection Manager

Responsible for: Collection volunteers, interns and work experience students (as required)

Hours: Part-time – 0.4 (15.2 hours per week)

Duration: ongoing

Key responsibilities and tasks:

KEY RESULT AREA	TASKS
<p>1. Collection documentation, registration and information management</p>	<ul style="list-style-type: none"> • Registration of all new acquisitions to the collection - including accessioning, documentation and entering data into the KE EMu collection management database • Retrospective documentation and cataloguing of the collection using KE EMu • Play a key role in managing and maintaining the KE EMu collection database, including: <ul style="list-style-type: none"> – data entry according to defined standards and business rules – maintaining records of the location and movement of objects – coordinating regular upgrades and maintenance of the system and data – making recommendations to improve processes and use of KE EMu functionality – Prepare KE EMu records to be included in the IMu database • Coordinate capture, filing and management of collection images • Train collection volunteers in the use of KE EMu • Plan, assign and manage collection-based volunteer projects • Respond to a range of internal, community and industry collection-based enquiries in a timely manner

KEY RESULT AREA	TASKS
2. Retrospective documentation, management of collection backlog	<ul style="list-style-type: none"> • Under the guidance of the Senior Curator & Collection Manager develop and implement a plan towards the management and resolution of the Museum's collection backlog.
3. Storage, movement and preservation of the collection	<ul style="list-style-type: none"> • In collaboration with the Senior Curator and Collection Manager, implement improvements to the storage system for the collection in accordance with professional museum standards, ensuring that efficient retrieval of and access to the collection are possible • Manage the delivery and storage of all new acquisitions • Manage the retrieval, movement, packing and shipping of the collection as required • Track and maintain records of the location and movement of the collection • Report any issues of concern if they arise
4. Exhibition registration	<ul style="list-style-type: none"> • Working closely with the Curator, assist with incoming loans including: <ul style="list-style-type: none"> – assisting with loan documentation and maintaining sound records – assisting with delivery and return of loaned items – completing condition reports • Collect and monitor environment reports in exhibition spaces and report any issues of concern • Assist the Curator with the retrieval of collection objects required for exhibitions and the preparation of those objects for display
5. Outwards loans, permissions & copyright	<ul style="list-style-type: none"> • Administer approved outgoing loans from the Museum's collection according to agreed procedures • Facilitate the reproduction of images of collection items for internal or external purposes, including attributions, copyright and commercial arrangements
6. Support all collection activation events, as required	<ul style="list-style-type: none"> • Support the Curatorial Team by contributing to all activities and public events towards the activation of and further engagement with the Museum's collection, as required.