



**MUSEUMS AUSTRALIA (VICTORIA)  
POSITION STATEMENT**

**Position Title:** Operations Coordinator, Victorian Collections

Full time (1.0 FTE), 14 month fixed term

**Reports To:** Victorian Collections Managers  
Museums Australia Inc. (Victoria)

**Date of Revision:** March 2017

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**1. DUTIES**

The Operations Coordinator is responsible for delivering operational and administrative support for Victorian Collections, and to support a veterans' heritage project with ex-service organisations.

Victorian Collections ([www.victoriancollections.net.au](http://www.victoriancollections.net.au)) is an online cataloguing system for metropolitan and regional community collecting organisations to support collection management, digital cataloguing and sharing online.

The Coordinator works within the Museums Australia (Victoria) team and in partnership with our technical partner, Museums Victoria (<https://museumvictoria.com.au/about>), and Culture Victoria ([www.cv.vic.gov.au](http://www.cv.vic.gov.au)). KPIs are agreed with Creative Victoria and the Victorian Government Veterans Branch as our project funders. The Coordinator's role is to deliver sector-wide communications with our external and internal stakeholders.

This role is funded by the Victorian State Government's Veterans Branch to support ex-service organisations. This will involve digitisation of collections, recording of oral histories and providing advice on conservation and collections management and storage.

This role requires strong communication skills and a capacity to consult third-parties including ex-service organisations, community museums, reference groups, industry professionals, funding bodies, multicultural groups, and other peak bodies in the creative industries.

Under the general direction of the Executive Director and in consultation with stakeholder groups, the Coordinator will:

- 1.1 Deliver operational and administrative support for the Victorian Collections program and its participant organisations to increase the quality and quantity of digitised online records.
- 1.2 Alongside other Victorian Collections staff, develop and implement the Victorian War Heritage Collections Training project, specifically to work with ex-service groups on collection cataloguing and storage and conservation advice.
- 1.3 Provide phone, email and face to face support in order to support collecting organisations using Victorian Collections.
- 1.4 Deliver, and develop training programs to participating Victorian Collections groups including collection cataloguing, and exhibition planning.
- 1.5 Work with other Victorian Collections team to develop and deliver a public outcome for the Veterans Heritage Project.
- 1.6 Build relationships and encourage collaborations between stakeholders including historical, sporting, archival, multicultural and other collecting organisations in Victorian and museums participating in other MA (Vic) programs.
- 1.7 Account for performance against agreed deliverables and timing, including working within a delegated budget, and maintain accurate records of activities and project milestones against KPIs for reports to funders.
- 1.8 Maintain and refine internal evaluation tools and processes to monitor and measure the effectiveness of the Victorian Collections system.
- 1.9 Assist with Museums Australia (Victoria) events such as the Victorian Museum Awards, the Victorian Museums and Galleries Conference, masterclasses and annual general meetings.
- 1.10 Other duties as required from time to time.

## **2. KEY SELECTION CRITERIA**

- 2.1 A demonstrated understanding of museum best-practice in caring for, cataloguing and digitising collections.
- 2.2 Familiarity with and an understanding of the *National Standards for Australian Museums & Galleries* (version 1.5).
- 2.3 Experience with methods of history research and practice, collection management and interpretation in museums.
- 2.4 An understanding of issues within the Victorian museum community, including the varying needs of volunteer-run museums, multicultural communities and veterans heritage groups.
- 2.5 Knowledge and experience in developing and delivering innovative public outcomes.
- 2.6 Highly developed time management and organisational skills to administer a multi-faceted project and combine office work with on-site training in metropolitan and regional locations.
- 2.7 Highly-developed and demonstrated communication and interpersonal skills including confident public-speaking and meeting facilitation.
- 2.8 Sound knowledge and experience in financial management, budgeting and reporting.
- 2.9 A current driver's license.

## **3 OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

- 3.1 Previous experience in a non-profit organisation and/or museum environment.
- 3.2 Tertiary qualification in museums, conservation, history, libraries or archives.
- 3.3 A commitment to continuous improvement and teamwork.

#### **4. RELATIONSHIPS**

Museums Australia is the national professional membership organisation for those who work in or are interested in galleries and museums in Australia. It operates an extensive program of activities from both national and state offices, including production of a quarterly national journal, Museums Australia Magazine. The national office is located in Canberra. Museums Australia Inc. (Victoria) represents members of the organisation based in Victoria, with a management committee elected by, and responsible to, the Victorian membership.

The Operations Coordinator is responsible to the Victorian Collections Managers, who report to the Executive Director. Other staff include: a Communications Manager, an Editor, an Events Coordinator, a Finance Manager, a Green Museums Manager, two Museums Accreditation Program Co-Managers, a Museums Exhibitions Manager, an Office Coordinator, and in the Victorian Collections team, two Victorian Collections Co-Managers and a Communications and Education Coordinator.

#### **5. AUTHORITY**

The Coordinator – Operations is authorised to:

- 5.1 Take appropriate action to ensure delegated programs and respective budgets are managed in a timely and efficient manner.
- 5.2 Publicly promote the delegated program and related branch activities.

#### **6. OTHER RELEVANT INFORMATION**

- 6.1 The position is full time and fixed term (five days per week for 14 months). Some out of hours work may be required.
- 6.2 The position is based in Melbourne and involves regular regional travel. The Branch office is currently housed with Melbourne Museum through the generous support of Museum Victoria.
- 6.3 General terms and conditions as described in the Terms and Conditions of Employment and the Employment Policies and Procedures Manual. The position is subject to the successful completion of a three month probationary period.
- 6.4 The annual salary for five days per week is \$55,244 plus superannuation, paid to the minimum required by applicable legislation, depending on skills and experience.
- 6.5 Further enquiries may be directed to: Laura Miles, Executive Director, Museums Australia (Victoria). Ph 03 8341 7344.