



**MUSEUMS AUSTRALIA (VICTORIA)
POSITION STATEMENT**

Position Title: Program Manager, Victorian Collections

Full time (1.0 FTE), fixed term
From end of February 2019 to end of February 2020

Reports To: Executive Director

Date of Revision: December 2019

1. DUTIES

The Program Manager is responsible for delivering operational, administrative and strategic support for Victorian Collections, and for supporting a veterans' heritage project with RSL sub-branches and the military collections sector which runs until June 2021.

Victorian Collections (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 Program Manager works within the Museums Australia (Victoria) team and in partnership with our technical partner, Museums Victoria (<https://museumsvictoria.com.au/about-us/>). KPIs are agreed with our State Government funders, Creative Victoria (Department of Economic Development, Jobs, Transport and Resources) and the Veterans Branch (Department of Premier and Cabinet).

The Program Manager's role is funded by Creative Victoria (0.6 FTE) and the Veterans Branch (0.4 FTE) to deliver sector-wide communications with our external and internal stakeholders. The work will involve the digitisation of collections, and provision of advice on collections management, preventative conservation, and storage.

Additionally, the role will require strong project management and communication skills; as well as a capacity to manage stakeholder relationships and consult third-parties including military and veterans groups, RSL sub-branches, 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 Program Manager will:

- 1.1 Develop training programs and deliver operational and administrative support for Victorian Collections and its participant organisations to increase the quality and quantity of digitised online records.
- 1.2 Provide phone, email and face-to-face support in order to support collecting organisations using Victorian Collections.
- 1.3 Provide support to the Veterans Heritage Project Manager to assist with the delivery of training programs for collection cataloguing and the War Heritage Collections Training Program with RSL sub-branches and military heritage groups.
- 1.4 Provide support for a redevelopment project that will involve auditing existing collection data, evaluating digital systems for potential functionality improvements, and prioritising needs based on available budgets and time constraints.
- 1.5 Build and maintain relationships with local government, libraries, galleries, archives, and other major cultural institutions in regional Victoria and metropolitan Melbourne.
- 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, expenditures, 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 MA (Vic) events such as the annual Victorian Museum Awards, State Conferences, masterclasses, and annual general meetings.
- 1.10 Other duties as required from time to time.

2. KEY SELECTION CRITERIA

- 2.1 Demonstrated project management experience with the ability to manage multiple high-priority tasks and timeframes, and promote teamwork.
- 2.2 A demonstrated understanding of museum best-practice in caring for, cataloguing and digitising collections, including the *National Standards for Australian Museums & Galleries* (version 1.5).
- 2.3 Experience and understanding of better practice in communication methods, with a proven ability to collaborate at all levels and develop effective relationships with a range of internal and external stakeholders.
- 2.4 Experience with methods of history research and practice, including interpretation methods in museums.
- 2.5 An understanding of issues within the Victorian museum community, including the varying needs of volunteer-run museums, multicultural communities and veterans heritage groups.
- 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 Familiarity with standard computer software including Google Chrome and Office 2007 (Outlook, Word, Excel and PowerPoint), and popular social media tools (Facebook and Twitter).
- 2.8 Highly-developed and demonstrated communication and interpersonal skills including confident public-speaking and meeting facilitation.
- 2.9 Sound knowledge and experience in financial management, budgeting and reporting.
- 2.10 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, libraries, archives, or galleries.
- 3.3 A commitment to continuous improvement and teamwork.
- 3.4 Previous experience in using Adobe InDesign, Microsoft Publisher and/or Canva.

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

5. AUTHORITY

The Program Manager 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 Manage the Victorian Collections program, including liaising with other team members and external stakeholders.
- 5.2 Publicly promote the delegated program and related branch activities.

6. OTHER RELEVANT INFORMATION

- 6.1 The position is full time, fixed term from February 2019 to February 2020. 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 Museums Victoria.
- 6.3 General terms and conditions as described in the *Terms and Conditions of Employment and 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 \$56,901 plus superannuation paid to the minimum required by applicable legislation, depending on skills and experience.
- 6.5 Further enquiries may be directed to: Ashley Robertson, Program Manager, on 03 8341 7344.