



**MUSEUMS AUSTRALIA (VICTORIA)
POSITION STATEMENT**

Position Title: Veterans Heritage Project Manager, Victorian Collections

Full time (1 FTE), 12 month fixed term

Reports To: Victorian Collections Program Manager
Museums Australia (Victoria)

Date of Revision: January 2019

1. DUTIES

The Veterans Heritage Project (VHP) Manager is responsible for delivering operational and administrative support for Victorian Collections, and to support a veterans heritage project with RSL sub-branches and the military collections sector.

Victorian Collections (www.victoriancollections.net.au) is an online cataloguing system for metropolitan and regional community collecting organisations to support collections management, digital cataloguing, and sharing online.

The VHP Manager works within the Museums Australia (Victoria) team and in partnership with our technical partner, Museum Victoria (<https://museumvictoria.com.au/about>), and Culture Victoria (www.cv.vic.gov.au). KPIs are agreed with Creative Victoria and the Victorian Government Veterans Branch as our project funders. The VHP Manager'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 RSL sub-branches and other military collecting organisations. This will involve the digitisation of collections, and providing advice on collections management, preventative conservation, and storage.

This role requires strong communication skills and a capacity to 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 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 Supported by other Victorian Collections staff, develop and implement the Veterans Heritage Project, specifically working with RSL sub-branches and military heritage groups on collections management, cataloguing, and digitisation best practice.
- 1.3 Develop and deliver innovative communications strategies for the Victorian Collections program, including promoting the program through the delivery of electronic bulletins and helpsheets, social media updates, press releases, face-to-face presentations, and work with community groups to design and deliver online story content.
- 1.4 Provide phone, email and face to face support in order to support collecting organisations using Victorian Collections.
- 1.5 Deliver, and develop training programs to participating Victorian Collections groups including collection cataloguing and exhibition planning.
- 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 Experience working with community groups, as well as managing these relationships through phone, online, and face-to-face interactions.
- 2.3 Familiarity with and an understanding of the *National Standards for Australian Museums & Galleries* (version 1.4).
- 2.4 Experience with methods of historical 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, Twitter, and Instagram).
- 2.8 Experience that demonstrates highly-developed 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 or archives.
- 3.3 A commitment to continuous improvement and teamwork.
- 3.4 Experience using InDesign or similar tools, such as MS Publisher and Canva.
- 3.5 Experience with military collections and/or historical research.

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 Veterans Heritage Project Manager is responsible to the Victorian Collections Program Manager, who reports 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 in the Victorian Collections team.

5. AUTHORITY

The Veterans Heritage Project 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 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 12 months). Some out of hours work may be required.
- 6.2 Applications will close one week from the date of advertisement. Shortlisted applicants will be notified on Thursday, 7 January and must be available on Friday, 8 January for an interview.
- 6.3 Applicants must commit to a start date that is no later than Thursday, 28 February.
- 6.4 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.
- 6.5 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.
- 6.6 The annual salary is \$58,032 plus superannuation paid to the minimum required by applicable legislation, depending on skills and experience.
- 6.7 Further enquiries may be directed to: Ashley Robertson, Victorian Collections Program Manager, Museums Australia (Victoria). Ph 03 8341 7344.