

## **Western Bay Museum – Collection Curator**

### **Position Description**

**Reports to:** Manager Western Bay Museum

**Purpose:** To direct the long term preservation of the Museum collections, including the physical care and safety of the objects in the collection, and on loan, and maintain and develop information held about the collections. To promote the dissemination of information about the collections, both digitally and in exhibitions.

**Qualifications:** Museum Studies or equivalent Heritage Qualification.

#### **Duties:**

##### Collection management

- Work with the Manager to select and install a Collection management system
- Assess the museum collection for significance and oversee the deaccessioning procedures for unwanted items
- Develop policies and procedures for Collection Management generally and Acquisitions and Deaccessions
- Train volunteers to document, maintain and store the collections and oversee their work
- Monitor conditions in the museum and store
- Actively acquire objects for the collection relating to the wider Western Bay area

##### Facility planning

- Work with the manager to plan the purpose-built storage and workspace facility
- Improve preventive conservation measures at the museum and develop a Disaster Plan

##### Disseminating the collection

- Develop a digitization project to make the collection accessible online
- Assist the Manager with the display of the permanent collection and the development and installation of the exhibitions

#### **Skills and experience:**

- Proven leadership and management skills
- Experience working with digitized Collection management system
- Experience working with volunteers and training people in museum procedures
- Knowledge of preventive conservation best practice
- Knowledge and experience of museum ethics and working in a bicultural environment
- Research skills
- Willingness to be part of a Team with bold ambitions