



**Position Title:** Collections Assistant

**Division** Norfolk Island Museum and Research Centre, Norfolk Island Operations

**Salary Level** Level 4

**Employment Type:** Full Time - Fixed Term Contract with possible extension/permanency

**Reports to:** Manager – Museums / Collections Officer

**Location:** This position is located in World Heritage-listed Kingston and Arthur's Vale Historic Area (Kingston) on Norfolk Island.

**Position Objectives:**

The Collections Assistant works with, and reports to, Team Leader - Collections and Museum manager. Assists with the preservation and conservation of all objects in the care of the Norfolk Island Museum. The officer assists with collection documentation for acquisition, storage and conservation activities and provides effective assistance to achieve all functions and operations of Heritage Management in a compliant and safe manner.

**Key Accountabilities:**

1. Preservation and Conservation: assist with the preservation and conservation of all objects in the care of the Norfolk Island Museum by:
  - (Where appropriate) treating objects made from materials including paper, textiles, wood, glass, stone, ceramic, organics and metals using accepted chemical and physical techniques
  - Documenting preservation and conservation activities including a photographic record
  - Assisting with the installation of interpretive displays and exhibitions.
2. Collection Documentation: Maintain collection documentation by:
  - Processing acquisitions following museum methods, including numbering and photographing objects
  - Recording and tracking the movement of objects
  - Entering and update collection information into Museum Database system (Vernon CMS).
3. Operations of Heritage Management: Provide assistance with the operations of the areas by:
  - Assist with delivery of public programs to visitors and students
  - Assist with presentations to stakeholders

**Competencies:**

- Knowledge of collection management activities, in particular the processes to document collection material
- Ability to work autonomously with minimal supervision, under direction
- Knowledge of, or willingness to learn, the principles of conservation ethics and the ethical standards for preservation and conservation of archaeological, maritime and cultural collections
- Willingness to carry out object preservation and conservation methods including physical and chemical treatments
- Demonstrated ability to follow direction and work in an environment of competing priorities
- High level computer literacy
- Demonstrated ability to contribute to a team environment
- Working knowledge of Workplace Health and Safety.
- Exhibits the physical ability to perform manual tasks within a museum setting, including lifting, bending, handling equipment, and navigating varied indoor and outdoor environments

**Qualifications:**

- Minimum of one year of experience in a similar role
- Current Drivers license – Class C.

**Management Arrangement:**

Successful applicants for these positions will be employed by the Norfolk Island Regional Council (NIRC) under its Enterprise Agreement and then seconded to the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts.