

POSITION DESCRIPTION

Position: Curatorial Assistant

Reports to: Curator

Supervision of: NA

Hours: Casual, up to 8 hours per week (or 32 hours a month).

\$27.50 an hour, + 9.5% Super

Location: 2 Stuart Terrace, Alice Springs

Organisational context

The National Pioneer Women's Hall of Fame is one of two women's museums in Australia and aims to educate, inspire and empower people by exploring the distinctive history and contributions of Australian women, and share the stories and impact of the Old Alice Springs Gaol

Position summary

To provide curatorial support to the organisation by assisting the Curator in maintaining and managing the museum collections and exhibitions, within the financial and strategic guidelines as established by the Board.

SPECIFIC DUTIES

Research and Administration

- Prepare agendas, research notes and, minutes, for relevant committee/board meetings and be responsible for performing appropriate follow-up actions
- Manage in a timely manner the for twice-yearly acquisition committee meetings

Requests

- Respond to requests from the public for information about the museum and/or our collection (our objects and library collections and our HerStory Archive)

Database maintenance

- Maintain and update accurate records within our various collection databases

Exhibitions

- Assist with the install and uninstall of exhibitions.
- Assist with sourcing of required materials and obtaining quotes for work to be done.
- Assist with the maintenance of existing exhibitions

Workplace Health and Safety

- Report any maintenance or gardening issues
- Ensure property is tidy and presentable for the public
- Ensure general signage is correct

Other

- Perform other duties as required to support the organisation

SKILLS REQUIRED:

We are seeking a proactive and motivated individual with experience and interest in collection management, research and report writing and who can work thoroughly, methodically and independently.

Updated January 2019. JH



Additionally, the successful applicant will have:

- Confident and effective oral and written communication skills
- Strong computer literacy skills, and knowledge of MS Office
- Research skills, including validating sources and recording research results appropriately
- Ability to work in a team
- Experience or interest in museums, galleries and history
- Knowledge of website management, or the ability to learn
- Good organisational skills
- Attention to detail, able to change tasks easily