



## T077 REGISTRAR, INFORMATION MANAGEMENT

*“One APS Career...Thousands of Opportunities”*

As one of Sydney’s most visited museums, the Australian National Maritime Museum (ANMM) is committed to being a world leader in maritime history, sharing the national maritime story across Australia and providing a must-visit museum experience. Starting with the opening of the ANMM’s Warships Pavilion, the museum is undergoing a major onsite transformation.

- **APS 4 \$59,889 - \$66,325 plus 15.4% superannuation per annum**
- **8 month, non-ongoing full-time contract with the possibility of extension**
- **One of Australia’s leading Museums located waterside in beautiful Darling Harbour**

We are looking for an enthusiastic individual to join our Registration team to assist in the preservation and sharing of the Museum’s valuable collections.

### The successful candidate will:

- Access, document and digitise historic material in the museum’s care, with particular focus on acquisitions to the museum’s collections
- Manage aspects of the museum’s incoming loan program and assist with exhibition development
- Assist with the administration of the Museum’s computerised collection management system and ensure data integrity
- Assist with the development of online access to National Maritime Collection including digitisation of collection objects and data clean-up
- Assist with the development and application of registration policies and procedure.

### Key skills and experience required:

- High level of understanding of the functions of a Registration Section in a major museum and a very good working knowledge of the processes involved in a museum or gallery collections management system
- High level of skill and understanding of the various processes involved in documenting historical material including receipting, accessioning, cataloguing and loans
- High level of knowledge in the administration of a museum’s computerised collection management system
- Sound organisational skills and the ability to meet deadlines including the ability to deliver training programs and the ability to work in a small team
- Post-graduate diploma or equivalent in Museum Studies.

**Applications Close: 11:30 pm AEST, Wednesday, 25 April 2018**

**Contact Officer:** Contact Ms Sally Fletcher on telephone 02 9298 3746 or **click** on the **JOB LINK** below for further information and to apply.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee.

### Notes:

This position is open to all eligible members of the community and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.

To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

**No applications will be accepted by mail or email.**

**ANMM JOB LINK**  
CLICK FOR FURTHER INFORMATION