



T046 SENIOR REGISTRAR, COLLECTION DATABASE AND DOCUMENTATION

“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 6 \$72,146 - \$84,534 plus 15.4% superannuation per annum**
- **21 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:

- Prepare and implement policy, procedures and strategy for the documentation and management of historic material in the museum's care including inwards and outgoing loan program in line with museum strategic priorities and objectives.
- Assist the Manager Registration with the administration of the collection management data application and manage training programs for this application.
- Manage the registration collection acquisition program and aspects of the collection digitisation programs.
- Manage a team of staff and volunteers to deliver high quality collection documentation and digitisation to support collection management, access and sharing.
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Key skills and experience required:

- Comprehensive understanding of the role of a Registration Section and a detailed operational knowledge of the collection management and documentation requirements and processes involved in a museum or similar institution
- Demonstrated ability and practical knowledge of the physical, legal and commercial requirements for the acquisition, loan, movement and storage of museum material
- Skills and knowledge of collection management databases and their application to online programs, a demonstrated ability in the administration of a museum's collection management database (TMS) and skills and knowledge in relevant computer languages or software products such as word processing, and electronic document and records management system.
- High level organisational skills and the ability to meet deadlines
- Supervisory ability and ability to work independently and in teams
- Bachelor degree or equivalent and museum studies qualifications or related experience and/or training.

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