



ASSISTANT REGISTRAR-TOURING

ACMI is the museum of screen culture. Navigate the universe of film, TV, videogames and art with us. ACMI celebrates the wonder and power of the world's most democratic artform – fostering the next generation of makers, players and watchers. ACMI's vibrant calendar of exhibitions, screenings, commissions, festivals, and industry and education programs explore the stories, technologies and artists that create our shared screen culture.

We have an exciting part-time fixed term role for an Assistant Registrar-Touring to support our Exhibitions & Touring Team in the movement and tracking of objects across touring projects. The role includes logistics, coordinating Registration activities, representing ACMI as Registration courier and contributing to operating frameworks for Exhibition works and registration needs. Reporting to the Registrar-Touring you will collaborate with internal and external stakeholders in the delivery of ACMI's touring programme.

Our ideal team member will have experience in exhibition registration, object handling and exhibition production practices together with a sound knowledge of industry standards for exhibition registration and coordination practices. You will have strong communication, project management and organisation skills with a demonstrated ability to successfully liaise with a wide range of stakeholders. Experienced in the use of collection management systems and web-based applications for exhibition registration and project management you understand OH&S requirements and how to work safely in an exhibition production environment.

If successful you can expect to become part of a talented, committed and creative team of people with a passion for screen culture. This Grade 3 role is offered as a part-time fixed term role until June 2022 (3 days per week), with a starting salary of \$68,884 salary plus super.

To apply, follow the online application process [here](#), submit your resume and a cover letter detailing why you are interested in the role (no more than one page please).

Applications close: **Wednesday 03 November 2021 at 11:59pm**

Please note interviews will be held on **Wednesday 10 November 2021**.

ACMI is a child safe workplace and actively promotes the safety, wellbeing and inclusion of all children from all backgrounds. ACMI is an equal opportunity employer, committed to building an inclusive workplace that supports diverse thinking and innovation. ACMI encourages applications from First Nations People, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community. If you need assistance or an accommodation due to a disability, please contact us at peopleandculture@acmi.net.au or 03 8663 2200.