



## Project Officer– Birrarung Gallery

Museums Victoria is seeking an experienced and talented **Project Officer – Birrarung Gallery** to coordinate exhibitions and related programs for the Birrarung Gallery, Bunjilaka Aboriginal Cultural Centre. To deliver small scale temporary and travelling exhibition projects, and support of large scale exhibition projects at all Museums Victoria venues. Also to provide support to the First Peoples team, and provide cultural interpretation to Museums Victoria's galleries and collections.

### ABOUT MUSEUMS VICTORIA:

Museums Victoria cares for the State scientific and cultural collections, providing visitor access, activities and events at five distinct venues: Melbourne Museum, Immigration Museum, Scienceworks, IMAX Cinema and world heritage listed Royal Exhibition Building.

To learn more about Museums Victoria, please visit [museums victoria.com.au/about-us/](http://museums victoria.com.au/about-us/)

### ABOUT THE POSITION:

This position is responsible for engaging with the First Peoples communities of Victoria to work collaboratively to provide exhibitions that contribute to a greater understanding of the First Peoples of Victoria's cultures, histories and knowledge, and of First Peoples nationally and internationally, with key responsibility for the Birrarung Gallery. The person will be required to work collaboratively across the Museums Victoria and with external stakeholders to build an active program of exhibitions.

### Key duties include

- Identify potential and recommend exhibitors/exhibitions for the Birrarung Gallery to be recommended to the Creative Vision Group.
- Liaise with relevant Museums Victoria staff/teams to coordinate and monitor all aspects of the Birrarung Gallery exhibitions. This includes, but is not limited to:
  - monitoring budgets and schedules
  - liaising with internal and external stakeholders to organise the display, loan, design/layout, freight, installation, launch, marketing, presentation and deinstallation.
- Contribute to exhibition activities across Museums Victoria as required, including small-scale object changeovers, implementing exhibition maintenance plans.
- Assist Project Managers of large, complex exhibition projects with tasks including planning, documentation, production, procurement, installation and deinstallation.

- Maintain and contribute to schedules, databases and files, exhibition operations documentation, maintenance and installation schedules, and records of regular suppliers.
- Communicate and collaborate with relevant internal and external stakeholders and manage small teams to deliver exhibition projects.
- Respond to general enquiries on exhibitions and refer to management when the enquiry requires interpretation of policy or other specialist advice.
- Comply with Museums Victoria's policies and procedures and with relevant legislation and regulations.

**Please see our Role Statement for a full copy of the Key Selection Criteria.**

### OTHER INFORMATION:

This is a full-time, fixed-term position to 22 November 2021. The salary on offer is \$68,884 per annum (Base of grade); paid pro-rata plus 9.5% superannuation.

### HOW TO APPLY:

To view the position description **CLICK HERE**.

For more information about this position, please contact Maddy Dorevitch (Project Officer, First Peoples) on email: [mdorevitch@museum.vic.gov.au](mailto:mdorevitch@museum.vic.gov.au)

To apply, please click on the **WEB LINK** button below.

Please submit the three following documents with your application:

Your Cover letter

- Your Resume
- Written responses addressing the Key Selection Criteria as outlined in our Role Statement (Please refer to the attachment)

**Applications that do not address the Key Selection Criteria will not be considered.**

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this role.**

**Applications Close:**

**Friday, 11 December 2020 (11.59 pm)**

**WEB LINK**  
**CLICK TO VIEW THE POSITION**  
**DESCRIPTION AND A LINK TO APPLY**