

POSITION DESCRIPTION

MUSEUM ASSISTANT

POSITION NUMBER	
DIRECTORATE	Community & Cultural Development
SECTION	Museum & Gallery
REPORTS TO	Coordinator Cultural Services
DIRECT REPORTS	Nil
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	September 2017
DATE LAST UPDATED	September 2017

1. PURPOSE OF THE POSITION

To contribute to Hurstville Museum & Gallery's vision by providing an efficient, high quality and customer-focused service. In this role you will deliver and design public programs, assist with exhibition development and collection management tasks, and assist with the day-to-day running of the Museum & Gallery.

2. KEY ACCOUNTABILITIES

- 2.1 Provide an efficient, high quality service to customers, staffing our service desk.
- 2.2 Day-to-day tasks including front of house duties, opening & closing the Museum & Gallery, taking payments, monitoring exhibition areas and keeping spaces neat and tidy, and promotion of the Museum & Gallery's exhibitions and programs.
- 2.3 Assist in the delivery of a wide range of education and public programs.
- 2.4 Assist in the evaluation of all public and education programs at the Museum & Gallery.
- 2.5 Assist the Coordinator and staff in ad hoc duties relating to public and education programs, activities and events.
- 2.6 Conduct research relating to exhibitions and special projects for newsletters, web sites and other promotional material.
- 2.7 Conduct research relating to the Hurstville Museum & Gallery collection.
- 2.8 Under the supervision of trained staff accession objects into the collection as per our accessioning procedure.
- 2.9 Keep the exhibition and storage areas tidy (dust regularly).
- 2.10 Provide regular updates of all work to the appropriate staff member.
- 2.11 Follow health, safety and security procedures.

- 2.12 General duties including mail, filing, record keeping in TRIM.
- 2.13 Other duties as directed by the supervisor or manager.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Appropriate tertiary qualifications, or obtaining qualifications, in Museum Studies, Arts Administration, Art History or related fields.

Essential

- 9.2 Highly developed oral and written communication and interpersonal skills.
- 9.3 Demonstrated ability to undertake primary research.
- 9.4 Experience in developing and delivering public programs and events.
- 9.5 Experience in handling historical material.



- 9.6 Proven ability to work independently and as part of a team.
- 9.7 Strong commitment and proven ability to deliver a quality customer focused service.
- 9.8 Valid Working with Children Check.
- 9.9 Responsible Service of Alcohol competency card.

Desirable

- 9.10 Knowledge of and experience using a Point of Sale (POS) system.
- 9.11 Experience working with a multicultural client base.
- 9.12 Ability to speak a relevant community language e.g. Mandarin, Cantonese, Arabic, etc.
- 9.13 Class C driver's licence.
- 9.14 First Aid Certificate.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

Medical Questionnaire

