

CITY OF BELMONT

# Career Opportunities

## **Specialist – Library and Museum Hub – Curator**

**\$84,451 - \$89,150 pa + Superannuation**

**Full Time**

**Temporary to 3 January 2025**

### **About us:**

The City of Belmont is a Tier 1 council that proudly offers its residents and visitors facilities, services, events, spaces and plans for the future, that enables the community to live, work and play in ways that are healthy, efficient, safe and sustainable. The City of Belmont boasts spectacular views of the Swan River, close proximity to the Perth Central Business District, has state of the art facilities at the Belmont Library and Museum Hub, plentiful multipurpose parks and included within its boundaries Perth Airport's Domestic and International terminals.

The City of Belmont offers employees free onsite parking, there is easy access to public transport, great end of trip facilities and has fantastic shopping options at Belmont Forum shopping centre, Costco and DFO.

### **About the role:**

Co-located with Ruth Faulkner Library in Belmont Hub, the Belmont Museum prides itself on offering visitors of all ages a unique experience ranging from interactive digital displays, hands on children's activities through to its state-of-the-art climate controlled exhibitions and local history research room. Along with a dedicated restoration room as well as onsite climate-controlled storage, the Curator and a passionate Museum team are well equipped to deliver an amazing local history service to the community.

We are seeking an experienced and innovative Museum Curator to lead the development, implementation and maintenance of quality exhibitions and interactive experiences at the Belmont Museum. Reporting to the Coordinator Library and Museum Hub, this rare opportunity will have you actively leading a small team that are dedicated to preserving and promoting the rich local history of the City of Belmont.

### **About you:**

To be successful in this role you will have previous relevant experience working in a Museum or similar environment. This experience will have equipped you with sound knowledge and understanding of Museum Collection Management including professional museum standards, practices, policies, trends, ethics and interpretive styles. Additionally, you will have;

- The ability to contribute effectively in the setting of strategic directions for Museum services including development and delivery of promotional programmes.
- Demonstrated ability to effectively supervise and train staff and volunteers.
- Possession of, or progress towards, a relevant qualification in Museum or Heritage Studies or recognised equivalent or equivalent relevant experience.
- The ability to exercise initiative and good judgement when required.

### **How to apply:**

By clicking the 'apply' button, you will be directed to the City of Belmont' employment page, where you can access the position description. Please enter your details, upload your current resume and cover letter. Please complete the questionnaire as well as addressing the listed Essential Position Requirements, then submit your application.

**Applications close Monday, 18 March 2024.**

**Please note: Applications are considered as they are received, and interviews will be arranged accordingly. The City reserves the right to close adverts early, therefore an early application is encouraged.**

The City of Belmont is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation. We encourage applications from an Aboriginal and Torres Strait Islander heritage, people with disabilities, and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Belmont. If you require an additional support or adjustments regarding interview arrangements, please advise in advance.

**For more information on eligibility requirements and to apply for this position please visit [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au). Further assistance with your application is available by phoning 08 9477 7217.**



**CITY OF BELMONT**  
**JOB DESCRIPTION**

Position Number: 310  
Last Reviewed :Nov 23

**1.0 POSITION DETAILS**

Position Title	:	Specialist – Library and Museum Hub - Curator
Present Incumbent	:	Vacant
Classification	:	Level 5
Division	:	Development and Communities
Department	:	Library, Culture and Place
Section	:	Library and Museum Services
Location	:	Ruth Faulkner Library 213 Wright Street Cloverdale
Employment Status	:	Full Time Temporary 12 Months

**2.0 POSITION RELATIONSHIPS**

Responsible to	:	Coordinator Library and Museum Hub
Responsible for	:	1 x Library and Museum Officer - Archivist (P/T - Temporary)
	:	2 x Library and Museum Assistants
	:	Part time and casual staff and volunteers, as required

**3.0 POSITION OBJECTIVES**

To lead the development, implementation and maintenance of quality exhibitions and participatory experiences across curated exhibitions to preserve and promote the rich local history of the City of Belmont.

**4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 4.1 In consultation with the Coordinator Library and Museum Hub, develop a curatorial and exhibition program that ensures the City's rich local history engages the community and remains contemporary, sustainable, and achieves organisational objectives.



- 4.2 In consultation with the Coordinator Library and Museum Hub, effectively manage the day to day activities and training of the Museum staff, work experience students and volunteers to ensure that the appropriate service levels are maintained to effectively meet operational needs and performance targets.
- 4.3 In consultation with the Coordinator Library and Museum Hub, support, prepare and implement the exhibition program including oversight of exhibition design, fabrication and installation.
- 4.4 Effectively develop, conserve and preserve access to the Museum collection in accordance with collection policies and the curatorial program.
- 4.5 Research and prepare reports, proposals and interpretive information and collate relevant statistical data, as required for the Coordinator Library & Museum Hub, highlighting issues and identifying trends as appropriate.
- 4.6 Assist the Coordinator Library and Museum Hub in the development, implementation and review of the Museum's policies and procedures and in particular, collection security and disaster preparedness.
- 4.7 Facilitate the Museums acquisition and deaccession program by undertaking research and preparing and recording documentation, making recommendations for object acquisition and deaccession as appropriate.
- 4.8 In consultation with the Coordinator Library and Museum Hub, actively seek grant opportunities and provide input into the Library and Museum's annual budget to ensure relevant equipment, materials and services are maintained and developed as required.
- 4.9 Under the direction of the Coordinator Library and Museum Hub, oversee the relevant financial requisition and reconciliation processes including management of relevant budget allocations for the Museum's operational related expenditure.
- 4.10 In consultation with the Specialist – Library and Museum Hub – Customer Experience, plan and develop educational programmes and assist with the promotion of Museum services to encourage ongoing community engagement with the City's history.
- 4.11 Regularly review and update as required, relevant instructions and guidelines for staff and customers to ensure they are provided with sufficient information to easily access museum resources.
- 4.12 Attend to public enquiries as necessary and act as first point of contact in resolving relevant customer complaints and issues including basic troubleshooting, referring the more complex or serious issues to the Coordinator Library & Museum Hub as appropriate.
- 4.13 Provide input as required to the Specialist Library and Museum Hub team to support the continual promotion, development and maintenance of the Library and Museum service as a whole.
- 4.14 Provide daily backup and support on the circulation floor and as required, undertake leave relief for other Specialist positions ensuring specialist programmes and staff supervision meets operational requirements.

- 4.15 Attend relevant internal and external meetings and workshops as required, ensuring the Coordinator Library and Museum Hub is kept informed of any significant outcomes.
- 4.16 Establish and maintain internal and external networks and stakeholder relationships, attending meetings as required, to maximise potential visitation and to support the ongoing development and delivery of a contemporary Museum experience.
- 4.17 Demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination, harassment and bullying.
- 4.18 Follow and comply with all Work, Health & Safety and Environment policies and procedures to ensure personal safety and the safety of others is maintained at all times, including the reporting of unsafe practices or hazards to supervisors or WHS Representatives, whilst protecting and sustaining the environment.
- 4.19 Effectively encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- 4.20 Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.
- 4.21 Undertake other duties, within the scope and level of this position, as directed by the Coordinator Library and Museum Hub.

## **5.0 POSITION REQUIREMENTS**

### **Essential**

- 5.1 Possession of, or progress towards, a relevant qualification in Museum or Heritage Studies or recognised equivalent or equivalent relevant experience.
- 5.2 Previous relevant experience working in a Museum or similar environment with sound knowledge and understanding of Museum Collection Management including professional museum standards, practices, policies, trends, ethics and interpretive styles.
- 5.3 Ability to contribute effectively in the setting of strategic directions for Museum services including development and delivery of promotional programmes.
- 5.4 Demonstrated ability to effectively supervise and train staff and volunteers.
- 5.5 Sound research and written communication skills with the ability to write letters, reports and submissions.
- 5.6 High level interpersonal, conflict resolution and negotiation skills with the ability to communicate with a wide range of people and groups, to ensure delivery of a high level of customer service.

- 5.7 Good organisational and administrative skills with the ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives and the ability to apply attention to detail and complete tasks with a high level of accuracy.
- 5.8 Ability to exercise initiative and good judgement when required.
- 5.9 Ability to work effectively both as a member of a team and autonomously, under minimal supervision.
- 5.10 A good understanding of Work Health and Safety requirements, as they relate to this position.
- 5.11 Ability to utilise personal computer applications, in particular the Microsoft Office suite of products (i.e. Word, Excel, Outlook), Point of Sale (POS) systems and demonstrated knowledge and experience with automated museum/library management systems.
- 5.12 Possession of, or ability to acquire, a current motor vehicle drivers licence.
- 5.13 Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

#### **Desirable**

- 5.14 Previous experience or exposure to the Symphony Library Management System or similar and in particular Enterprise Portfolio.
- 5.15 Exposure to budget processes and management.
- 5.16 An understanding of record keeping requirements and systems preferably within a Local Government environment or similar.

#### **6.0 CONDITIONS OF EMPLOYMENT**

- 6.1 It is a requirement of this position that the corporate uniform is worn in its entirety at all times whilst on duty and a uniform will be provided upon the successful completion of a probationary period, in accordance with City Policy.