

Collections Officer

Corporate and Commercial Services
Burnie Arts



Position Number **PM3008.1**

About Burnie Arts

The Burnie City Council's aspiration for **Burnie Arts** is that it is a vibrant centre of creativity and culture for the community of Burnie and the North-West region of Tasmania. It is a key community pillar and a hub that all our residents can connect with and where we can celebrate our diversity, our history, our achievements and foster collaboration, learning and enjoyment.

Culture and creativity represented through the arts, history, performance and stories of contemporary life, is valued in Burnie. It is part of our fabric as a means of expressing local identity, sharing ideas, innovating and bringing the community together.

About the role

The **Collections Officer** plays an important role in ensuring the registration, documentation and preservation of Burnie City Council's art and museum collections in accordance with appropriate professional standards. Working closely with the Curator, the **Collections Officer** assists with the development of exhibitions and in taking the cultural collection into the community and collaborating with local, regional and State entities.

The **Collections Officer** will work collaboratively with the broader Curatorial Team to bring together diverse elements (artwork, objects, information, events, collections) to create meaningful and engaging experiences for audiences in an environment where resource sharing is primary to the success of Burnie Arts.

Under the direction of the Curator, the role will be a key contributor to the Burnie Arts broader operations as Burnie Arts is revitalised into the new cultural hub for Burnie, ultimately transitioning art and museum exhibits into an integrated facility.

As the **Collections Officer** you will be an approachable, constructive member of the team ensuring that Council and the best interests of the community are always promoted positively. You will have the ability to self-manage your own workload, develop strong working relationships with stakeholders, and be able to effectively balance competing priorities to deliver timely responses or outcomes, all whilst pursuing continuous improvements in safety, quality, excellence, culture and engagement for your business unit.

Role specific accountabilities

- Manage exhibitions, collections and displays from initial concept through to successful delivery as directed by the Curator.
- Administer collection documentation, registration and database management (Vernon CMS).
- Ensure the appropriate storage, movement and preservation of the collection.



Approved: 9-APR-2025

Next Review: 9-APR-2028

Document No.: PD-CCS-BA-024 v2.1

Page 1 of 4

- Prioritise and manage the digitisation of the collection to appropriate professional standards.
- Liaise with Burnie Arts Technical staff when required for the production of exhibitions/collections.
- Assist the Curator in maintaining internal security of the buildings to protect Council's cultural assets and uphold a duty of care to staff and patrons.
- Undertake all actions necessary to support exhibition of the collection, including administering incoming and outgoing loans.
- Assist the Curator in ensuring the appropriate governance and supervision of volunteers.
- Support all activities and public events conducted with a view to the activation of the Burnie Arts centre.
- Actively participate in weekly Burnie Arts operational meetings, providing input and advice within your remit as required.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

To be successful

- Relevant tertiary qualification and extensive experience in a similar or related role.
- Previous experience in managing large collections, incoming and outgoing loans.
- Demonstrated experience with computerised collection management systems.
- Experience working in a museum or gallery environment with an awareness of contemporary registration practices, including an understanding of cataloguing procedures and digitisation.
- Knowledge of preventative conservation practices, care and upkeep of collection material and associated data.
- Understanding of cultural heritage institutions and their role in the community.
- Understanding of the principles of hanging and displaying art and cultural pieces for exhibition.
- Demonstrated ability to collaborate effectively with a diverse range of individuals and to function successfully both as part of a multidisciplinary team and independently.
- Demonstrated ability to lead volunteers and volunteer programs.
- Strong time management skills, flexibility and adaptability to achieve the best outcomes.
- Well-developed written and verbal communication skills.
- Well-developed computer skills, primarily with the Microsoft suite (*including Word, Excel and Outlook*).
- Ability to achieve Working with Vulnerable People check, a National Police Clearance and verification of Qualifications as required.
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).

Who you will work with

Reports to:	Curator
1-Up Leader:	Burnie Arts Director
Leads:	Nil direct reports

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Other important information

Location: Cultural Precinct, 77-79 Wilmot Street, Burnie

Employment type: Full-time or as otherwise agreed.

Hours: 38 hours per week

Employment Category: Enterprise Agreement Individual Contract

Classification: Grade 4, Levels 1 to 5

- Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.
- From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Jobs>