



POSITION DESCRIPTION

EXHIBITIONS/COLLECTIONS ASSISTANT

Vacancy Reference No:	08040
Major Cost Centre:	Art Museum
Organisational Unit:	Office of the Vice Chancellor
Classification:	HEO 3
Salary Range:	\$38 831 to \$42 159 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$45 432 to \$49 326 pa full-time The total remuneration package includes salary and employer superannuation contributions.
Employment Type:	Continuing, Full-time
Supervisor (Title):	Director, Art Museum
Closing date:	5.00pm Monday 25 February 2008

KEY PURPOSE

Perform a range of arts administration duties that support the exhibition program and the day to day running of the Flinders University Art Museum and the Flinders University City Gallery at the State Library of South Australia.

ORGANISATIONAL ENVIRONMENT

The Flinders University Art Museum, established in the early 1970s, now holds a collection of about 5000 objects, including a collection of Australian Indigenous art, which is of national and international significance. It also holds a unique collection of Post Object and Documentation Art from the 1960s and 70s along with a fine collection of original European prints dating from the 15th century.

The museum is a unit of the Office of the Vice-Chancellor, and has widened its role, to become more accessible as a cultural facility to all units of the University and to the wider community.

The collection and administration of the Art Museum is undertaken on campus by a small professional staff. The museum operates a gallery space on campus, as well as a high profile exhibition gallery at the State Library of South Australia in Adelaide. The Museum also is engaged in external arts administration consultancies from time to time.

KEY RESPONSIBILITIES AND OUTCOMES

- Carry out a range of tasks that assist the Collections Manager and contribute to the day to day care of the Flinders University Art Museum Collection including cataloguing, mounting, matting and framing of artworks.
- Prepare and install artworks and exhibitions at the Flinders University City Gallery, the campus gallery and other external consultancies.
- Maintain the Art Museum's data bases, web site and digital imaging operations.
- Monitor the Flinders University City Gallery Shop and retail activities including all monies and stock control.
- Perform general arts administration duties including preparation of touring manuals, documentation of exhibitions etc. as required.
- Assist and monitor the Art Museum's visitors, researchers, volunteers and interns.

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent engages in work that in the main, is generally prescribed. She/he will operate within a framework of established procedures, workplace routines, deadlines and expectations.

SUPERVISION PROVIDED TO OTHERS

No supervisory responsibilities are required for this position, although the incumbent may be required from time to time to supervise interns and volunteers.

WORKING RELATIONSHIPS

The Art Museum operates within a small team environment, which includes the Director, Program Manager/Curator and Collection Manager. Casual staff including professional installation staff are engaged from time to time.

The incumbent is expected to consult with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential Criteria

1. High level office computing and desk top publishing skills in a Macintosh environment (MS Office 98, File Maker Pro, Indesign, Photoshop and web software).
2. Ability to handle artworks and the tools required for the preparation and installation.
3. Experience with digital photography and image manipulation.

4. Experience in the retail sector.
5. High level oral, written and interpersonal communication skills.
6. Ability to work in a busy environment with minimum supervision, accept responsibility and to participate fully in the work of the Art Museum.

Desirable Criteria

1. Bachelors degree or equivalent in arts, visual art, Aboriginal or museum studies.
2. Demonstrated experience in arts or museum administration with an emphasis on the visual arts, Aboriginal art or museum practice.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Gail Greenwood, Director, Flinders University Art Museum 8201 2531.

Candidates are encouraged discuss the position with the contact person before sending in a written application.

SUBMITTING AN APPLICATION

All applications must be lodged with Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: *Barbara Fergusson, Executive Director Administration*

Name of Authorising Officer in Human Resources: *Grace Benvenuto*

Date of last update: *January 2008*