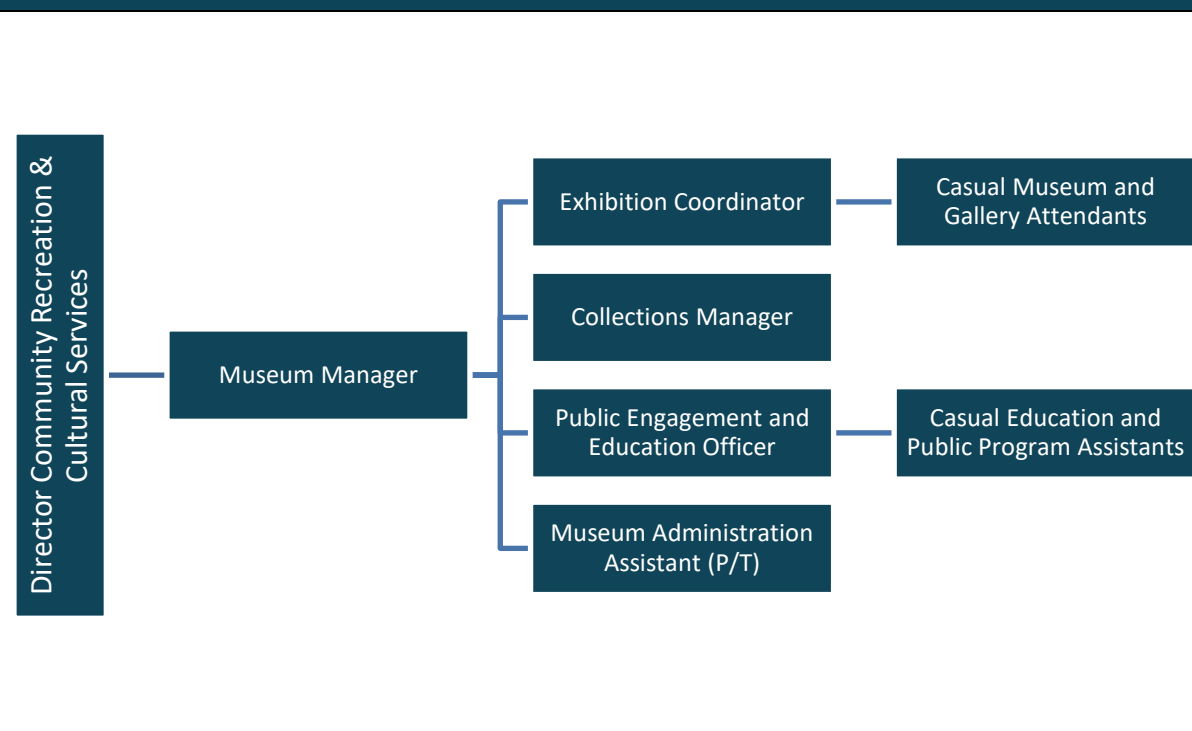


Position Title:	Collections Manager (Museum)
Position Number:	4120
Division:	Community, Recreation and Cultural Services
Section:	Cultural Services
Grade:	8
Delegations:	See attached document (as per Council's Delegations Register).
Position FTE Hours	35

Primary Purpose of Position

Manage all aspects of the Orange Regional Museum's collection, including documentation, care, storage, conservation, and object movements. Oversee the administration of incoming and outgoing loans, support exhibition development through the preparation and registration of objects, and foster positive relationships with community stakeholders, donors, and partners to strengthen the collection and enhance public access.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Tertiary qualifications in Collection Management or Museum Studies
- Current Class C Driver's License
- Satisfactory Criminal Record Check

Skills and Experience

- Demonstrated experience in a similar role, including the management of museum collections and/or art collections in line with industry best practice.
- Experience in the use of collection management systems (such as Vernon CMS) for cataloguing, documentation, condition reporting, and registration of objects.
- Understanding of collection significance assessment and experience preparing significance statements and interpretive content.
- Experience managing loans, including documentation, packing, transport, and condition reporting.
- High level communication and relationship management skills, including the ability to work effectively with community stakeholders, donors, volunteers, colleagues, and the public.
- Strong organisational skills and the ability to manage competing deadlines and deliver work on time.

Key Accountabilities/Duties

- Manage all aspects of the Orange Regional Museum's collection in accordance with industry best practice, national standards, and Council policies.
- Maintain and enhance collection records in the Vernon Content Management System and associated documentation; undertake accessioning, cataloguing, numbering, photography, and documentation of provenance and significance.
- Undertake research into collection items and prepare significance assessments and interpretive content as required.
- Manage storage of collection items, including housing, environmental monitoring, pest management, and disaster preparedness planning in line with industry standards and relevant Council policies.
- Coordinate professional valuations and conservation activities, including engagement of external contractors where required.
- Manage inward and outward loans, including all associated documentation (loan agreements, condition reports, insurance), and oversee packing, transport, installation, and compliance with loan conditions.
- Liaise with community members, donors, and stakeholders regarding potential donations, acquisitions, and loans, ensuring alignment with the Museum's Collection Policy (including Tax Incentive for Cultural Gifts where applicable).
- Build and maintain positive relationships with community stakeholders, donors, and relevant partner organisations to support collection development and access.
- Support the preparation, registration, and management of collection and loan objects for display in exhibitions, including condition reporting, display preparation, mount-making and/or organisation, installation oversight, and deinstallation.

- Undertake condition reporting on exhibition elements for touring temporary exhibitions, including both collection and non-collection loan materials as required.
- Provide occasional professional advice and support to local community and volunteer collecting organisations, in line with Council and Museum priorities.
- Contribute to public programming by supporting the delivery of workshops and skill-sharing activities related to collection care and museum practice.
- Assist in preparing grant funding applications to support collection care, documentation, and exhibition initiatives.
- Identify and implement opportunities to improve sustainability in collection care, transport, and display processes.
- Contribute to the ongoing review and improvement of Museum collection management policies and procedures.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and Work Health and Safety responsibilities.
- Undertake other duties as required consistent with the role and capabilities.

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here . The focus capabilities for this position are:	
Group	Capability
Personal Attributes	Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
	Ownership - Coaches "Shares it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Identifies and manages other risks in the workplace
Relationships	Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and nee

Relationships	Communicate and Engage - Coaches "Shares it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> <ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results	Deliver Results - Demonstrates "Achieves it" <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
	Problem Solving - Coaches "Shares it" <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Technical	Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace

- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	