

Vision: *To live in a community which understands, values and enjoys its heritage.*
Mission: *To remain an independent, non-government community advocate, understanding and safeguarding our heritage today and tomorrow.*

NATIONAL TRUST OF AUSTRALIA (NSW)

JOB DESCRIPTION

Title: Museum Officer, Hunter Region (Part-Time – 2 days per week)
Location: Brough House, Maitland NSW
Hours of Work: Part-Time Equivalent to 2 days per week
Reporting to: Director of Trust Museums and Properties
Department: Properties

The Organisation

The National Trust is the State's largest community based conservation organisation. It operates a number of important museums and leased historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

Position Summary

The Museum Officer (Hunter Region) will be responsible for assisting the three volunteer committees deliver all operational aspects of the museum properties, including the management of budgets, events and exhibitions, maintenance, programming delivery, interpretation and their Collections.

Location

While the position holder will be based at Grossman and Brough Houses, Church Street Maitland, they will need to travel to Tomago House, Tomago and Miss Porters House, Newcastle as required.

Key Responsibilities

The position holder will be responsible for:

- Assisting the volunteer committees in all aspects of the management of the three highly significant historic museum properties that are periodically open to the public,
- Representing the three properties by engaging and negotiating with both internal and external stakeholders to improve visitation, public programming, grant procurement and the development of education programmes,
- Assisting the volunteer committees in all areas of financial management, with the aim of greatly improving the financial performance of the three properties,

- Assisting the volunteer committees in developing cultural programming at the properties for a variety of audiences, including the delivery of exhibitions, education programmes and other events.

Key Challenges

The key challenge for this position is:

- Improve visitation and financial performance of the three properties by supporting the volunteer committees at the three properties. An integral part of this, is the ability to understand and reconcile the competing conservation, visitor service, commercial, interpretation and management issues affecting the three sites.

Other challenges include the ability to:

- Work collaboratively with the volunteers, staff at Head Office and at other NT properties,
- Develop relationships and work collaboratively with the education and cultural institutions in the region.
- Engage with the local community and the various National Trust groups that support the activities of the organisation.

Key Outcomes / Responsibilities

- Develop and implement strategies to improve the financial performance and visitation at the two properties
- Assist the volunteers to ensure they have appropriate skill sets to manage the property, including training, work planning, and rostering
- Build relationships and work collaboratively with other cultural, government and educational institutions in the area

Assist in the development and delivery of educational and public programming, major exhibitions / events at the properties to generate income.

- Work to ensure the management of each property complies with relevant legislation.
- Ensure that works are in accordance with the Conservation Management Plan, Trust policies and other relevant legislation.
- Work collaboratively with Head Office staff including the Trust's Property and Facilities Manager
- Represent the Trust at meetings with commercial and cultural organisations, local and state government and volunteer management meetings and the media.
- Provide reporting on the performance of the properties to management as required.

- Be responsible for identifying and applying for external grant funding.

Qualifications / Experience

- Qualifications in, or experience of cultural event programming / history / architecture / museum practices in the Australian context
- Qualifications in or extensive experience in all aspects of the delivery of public programmes, education programmes, exhibitions and events at a museum property
- Demonstrated experience in developing strategies for improving community engagement at a museum property
- Demonstrated experience in working with volunteers, budgets and major projects.
- Knowledge of the main software applications in use at the properties including Microsoft Word, Excel, Powerpoint, the retail management system (VEND), collection management system and / or willingness to develop such skills.
- A Class C driving licence

Selection Criteria

- Qualifications or experience in managing all aspects of cultural, museum or a heritage site that is open to the public.
- The ability to act as the public face for an organisation, demonstrated through superior written and verbal communication, with strong negotiation skills.
- Proven experience at managing budgets and developing strategies to improve visitation and financial performance of a museum.
- Proven experience in the inception and delivery of public programmes including exhibitions and events.
- The ability to understand and reconcile the competing conservation, visitor service, commercial, interpretation and management issues affecting the three sites.
- A Class C driving licence

Key Performance Measures

- Achievement of agreed outcomes within a time and budget framework established by the Director of Museums and Properties.
- Maintain effective relationships with Trust staff, board members, volunteers, donors and contractors.
- Manage the conflicting demands of these various responsibilities in a part-time capacity.

