

---

## POSITION DESCRIPTION – Museum Curator

**Division:** South Burnett Regional Council

**Business Unit:** Community and Lifestyle

**Position Title:** Museum Curator

---

### PRIMARY ROLE

To provide industry relevant advice, insights, and audit on the current collection of artefacts located on the site. Provide guidance on the development of exhibitions, publications and the role of historical information and artefacts in the future use of Ringsfield House.

---

### KEY RESPONSIBILITIES

1. Work with community, investigate and report to the Advisory Committee on the current collection of artefacts, the available methods to restore and arrange objects, archives, and artworks within the facility.
2. Develop concept ideas of exhibitions, publications, and audio-visual presentations of artefacts for inclusion in the strategic plan.
3. Identify and catalogue items currently in the facility.
4. Make recommendations to the Committee for Council to consider acceptance of artefact loans and provide advice on enquiries from the public.
5. Collaborate closely with the Bookings and Event Co-Ordinator and Tourist and Marketing Advisor to arrange exhibitions and promote visitation to the facility.
6. Work with local volunteers and community members to collate artefacts, arrange objects within the facility.

### **KEY SELECTION CRITERIA**

1. A qualification, enrolled study (minimum second year study) or demonstrated industry experience in museum curating, art history or archaeology.
2. Well-developed verbal and written communication skills with demonstrated research skills and attention to detail.
3. High level of keyboard and computer skills including sound knowledge of the MS Office Suite and other relevant technology.
4. Sound interpersonal skills and ability to communicate and collaborate with individual community members and community groups.
5. Ability to work effectively within a team.
6. Digital conferencing skills and equipment if volunteering remotely.

*Council would support a perspective volunteer that wishes to provide volunteer services remotely, however onsite work will be requirement of the position*

## **REQUIRED HOURS**

Volunteers are required to commit approximately two hours per week or equivalent over the term and attend a minimum four meetings. Attendance may be in person or through a digital conference solution. The advisory committee has specific key performance measures and reporting requirements to maintain, and the position descriptions have been designed to promote the opportunity to work individually on elements of the strategic plan and then collaboratively with other group members prior to reporting to Council.

## **ADDITIONAL NOTES**

1. Volunteers will be required to undergo a police check via a Blue Card – working with children/young people check.
2. Digital conferencing skills and equipment if volunteering remotely
3. Volunteers may be asked to assist with events.
4. All Volunteers will be required to undertake Volunteer induction.
5. Volunteers are required to comply with Council's Code of Conduct.