



AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION VICTORIA

POSITION STATEMENT

Position Title:	Support Officer, Regional Gallery Digitisation Project, Working for Victoria Full time (1 FTE), fixed term, six months duration
Reports To:	Project Manager, Regional Gallery Digitisation Project, Working for Victoria
Located:	Geelong Gallery
Date of Revision:	November 2020

1. DUTIES

The Support Officer, Regional Gallery Digitisation Project (SO) is responsible for delivering digitisation assistance to regional public galleries in Victoria as part of the Working for Victoria (WFV) initiative. The WFV is supported by the Victoria Government. This project will be delivered in collaboration by Australian Museums and Galleries Association Victoria, Creative Victoria and regional Victorian public art galleries.

The SO is a member of the Australian Museums and Galleries Association (AMaGA) Victoria's team and works in partnership with a regional host gallery. This role will provide support to the host organisation in varying capacities; however the primary objective of the role is to help digitise collections through photography and provide administrative support for the digitisation project.

While the SO will report to the Project Manager, Regional Gallery Digitisation Project, WFV, their host organisation will welcome them as they would a member of their gallery team. Training will be managed by the Project Manager in collaboration with the host organisation. Induction, daily supervision and equipment will be provided by the host organisation. Each host organisation will receive \$1000 to purchase additional digitisation or IT equipment as required.

In addition to digital photography skills, the role will require communication skills, and collection management skills would be desirable.

Under the direction of the Project Manager, Regional Gallery Digitisation Project WFV and the host gallery, the Support Officer will:

1.1 Perform digitisation and related tasks of the host organisation's collection to increase the quality and quantity of digitised online records. Digitisation will primarily comprise photography and metadata capture but could also include object handling and scanning, documentation and copyright clearance.

1.2 Account for performance against agreed deliverables and timing, including project milestones against KPIs for reports to funders.

1.3 Under the guidance of the Project Manager, Regional Gallery Digitisation Project WFV maintain and refine internal evaluation tools and processes to monitor and measure the effectiveness of the Regional Gallery Digitisation Project, WFV.

1.4 Attend AMAgA associated events where appropriate and agreed with host organisation.

1.5 Where practical, encourage participation in related initiatives, such the Victorian Collections online collections portal.

1.6 Other duties as required from time to time.

2. KEY SELECTION CRITERIA

2.1 Demonstrated experience in photography and scanning that may include a range of set ups including digital cameras, studio lighting, and copy stand imaging for both 2D and 3D objects .

2.2 Demonstrated experience, competency and understanding of image editing software and file conversion software for best practice digital preservation.

2.3 Willingness to develop knowledge of established techniques and organisational processes

2.4 Demonstrated organisational skills, including ability to work independently, problem solve and undertake research.

2.5 Developed communication and interpersonal skills with a proven ability to collaborate at all levels and develop effective relationships in a team environment.

2.6 Draft routine internal reports and correspondence

3 OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

3.1 Previous experience in a non-profit organisation and/or collecting organisation environment is desirable.

3.2 Previous experience in collection management is desirable, as is the use of collection management system software such as KE Emu, Vernon, or Victorian Collections.

3.3 Experience in image management, copyright and intellectual property processes within a collecting organisation setting or similar is desirable.

3.4 A commitment to continuous improvement and teamwork.

3.5 Familiarity with standard computer software including Google Chrome and Office 2007 (Outlook, Word, Excel and PowerPoint), and popular social media tools (Facebook and Twitter).

4. RELATIONSHIPS

Australian Museums and Galleries Association (AMaGA) is the national professional membership organisation for those who work in or are interested in galleries and museums in Australia. It operates an extensive program of activities from both national and state offices, including production of a quarterly national journal, *Museums Galleries Australia Magazine*. The national office is located in Canberra. *AMaGA (Victoria)* represents members of the organisation based in Victoria, with a management committee elected by, and responsible to, the Victorian membership.

The Support Officer, Regional Gallery Digitisation Project is responsible to the Project Manager, Regional Gallery Digitisation Project, Working for Victoria.

5. AUTHORITY

The Support Officer, Regional Gallery Digitisation Project is authorised to:

5.1 Under the guidance of the Project Manager, Regional Gallery Digitisation Project WFV, will take appropriate action to ensure the delegated tasks are managed in a timely and efficient manner.

5.2 Carry out operational and administrative activities of the Regional Gallery Digitisation Project at a host organisation, including liaising with other team members and external stakeholders.

6. OTHER RELEVANT INFORMATION

6.1 The position is full time, six months. Some out of hours work may be required.

6.2 The position is based at the Geelong Gallery

6.3 The AMaGA Victoria office is currently housed within Melbourne Museum through the generous support of Museums Victoria.

6.4 General terms and conditions are described in the *Terms and Conditions of Employment* and *Employment Policies and Procedures Manual*. The position is subject to the successful completion of a three-month probationary period.

6.5 The annual salary for 1.0 FTE is \$57,275.90 (paid pro-rata) plus superannuation paid to the minimum required by applicable legislation, depending on skills and experience.

6.6 Further enquiries may be directed to: Sarah Morris, Executive Director, AMaGA (Victoria). Email: smorris@amagavic.org.au