

## Collections & Stories: Project Officer Position Brief

### POSITION OBJECTIVE:

Provide high level administrative and project management support to the Collections & Stories Project Manager.

### INTRODUCTION:

Museums & Galleries of NSW (M&G NSW) requires the services of a Project Officer to work closely with the Project Manager to deliver the regional digitisation project, Collections & Stories.

Collections & Stories consists of the digitisation of collection objects from NSW regional museums, the creation of approximately 500 stories based on these objects, and further development of a web platform (based on an existing prototype) to share the objects and stories. A Project Manager and Project Officer will work closely with M&G NSW, managing the Content Curator positions and the Web Developer.

### BACKGROUND:

In 2018 the NSW Government, through the Cultural Infrastructure Program Management Office (CIPMO), developed a holistic state-wide digitisation strategy to provide universal access to cultural collections for the people of NSW and beyond, address preservation and data storage concerns, and enable institutions to share and collaborate more easily.

One of the key results of this process was the development of the Collections & Stories Prototype to inform the digitisation strategy and its implementation throughout regional NSW.

In late 2020 M&G NSW was awarded funding from the NSW Government's Regional Cultural Fund to further develop the prototype as a central portal to highlight the strengths of regional collections. This project will work in tandem with the 6 regional 'hub and spoke' networks also awarded funding through the same program.

The 'hub and spoke' approach to the digitisation of collections refers to large regional council run museums supporting their smaller local counterparts. The hub and spoke network will work together to digitise objects, develop related stories, and make this content public through the Collections & Stories website.

### CURRENT LANDSCAPE AND OPPORTUNITIES:

The lack of collection documentation in parts of the community museum and gallery sector in NSW has long been identified as a gap to be filled. Most community museums have minimal staff or are volunteer-run. There is an urgent need to improve the documentation of many regional collections to understand their relevance, and ensure their preservation and usefulness to current and future generations. The gaps in collection documentation and limited digitisation infrastructure and skills in regional centres also prevents most regional cultural organisations from providing online access to their collections.

Important benefits that will result from the project include:

- Increased state/national/international audiences for community museums and galleries (and ultimately other community collecting organisations) through enhanced

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online access and its resulting increase in awareness of regional collections and museums.

- Enhanced regional tourism and visitor economy through increased promotion and awareness of regional museum experiences.
- Increased primary/secondary/tertiary education audiences through online access to collections, related stories and educational resources.
- Enhanced research outcomes through online access to significant and dispersed regional objects and artworks.
- Community and cultural strengthening through the telling and sharing of unique local and regional stories.
- Significant improvement to the preservation and disaster recovery of community-based regional collections.

## KEY STAKEHOLDERS:

Create NSW (Infrastructure Directorate)	Funding body
Museums & Galleries of NSW	Project lead
<b>Albury City Council – Murray Region</b> <i>Digitisation Hub</i>	Project Partner (Hub)  Each project partner has an established connection with a range of other smaller partners, or Spokes
<b>Lake Macquarie City Council – Lake Stories</b>	
<b>Maitland City Council – Digital Collections:</b> <i>Opened Minds</i>	
<b>Shoalhaven City Council – Digital Buzz:</b> <i>Digitising Shoalhaven’s Collections</i>	
<b>Tamworth Regional Council – Endless Access</b> <i>– New England North West Collection</i> <i>Digitisation</i>	
<b>Warrumbungle Shire Council – Cameron</b> <i>Collection</i>	

## KEY DATES

### 2021:

- June: Project Officer recruited
- Early July: Storytellers recruited
- Early July: Establish approach for storytellers and engagement with Hubs and Spokes
- Mid July: Test and review new story templates
- Mid August: Storytellers introduced to partners
- Mid August: Work with web designers and Project Manager on design decisions
- Late August: Storytellers commence research, draft initial stories, oversee copyright clearances
- Mid Sept: Stories edited, and copyright agreements cross checked
- Late Sept: Stories finalised and uploaded to website
- Early Dec: Collections & Stories website launched

### 2022:

- To June: Contribute to development of Strategic Plan and Outcomes Report
- Jan-Dec: Continuation of research, drafting stories, checking copyright clearances and uploading stories to website

## **SCOPE OF WORKS:**

- Support Project Manager in full scope of project
- Support the role and work of Storytellers
- Edit stories and general support of Storytellers
- Liaise with partners to identify key collection items, stories and copyright clearances
- Maintain strong partnerships with all stakeholders
- Assist in the development of storyteller templates and copyright clearance
- Liaise with partners in the researching of individual stories
- Liaise with partners around digitisation needs
- Manage and upload digital object and story content to the Collections and Stories website
- Ensure copyright clearance process adhered to
- Contribute to all funding reports
- Contribute to any related communications needs
- Assist in the development of final Strategic Plan and Outcomes Report
- Regular communication with Project Manager and other contentproviders to facilitate collaborative process

## **REQUIREMENTS:**

- Highly developed research experience
- Highly developed editing experience
- Experience in managing, or providing high level support within complex projects
- High level verbal and written communication skills
- Understanding of, and commitment to, the small museum sector
- High level ability across various tech platforms
- Experience of collection management systems
- Understanding of copyright and licence agreements
- Ability to work to tight deadlines, problem solve and resolve conflict constructively
- Ability to work collaboratively with a diverse stakeholder group, as well as in a self-directed manner
- Ability to work across a range of stakeholder expertise and resources

The Project Officer role will report to the Collections & Stories Project Manager. The position is 4 days a week and offers an hourly rate of \$43.75, plus leave loading and superannuation. Applicant's from regional NSW are encouraged to apply. The role can be performed remotely, in accordance with an agreed work plan.

It is expected that some time will be spent at M&G NSW's Sydney Office, at 10 Hickson Road, The Rocks.

## **RESPONDING TO THIS POSITION BRIEF:**

In responding to this brief please provide a current curriculum vitae – including the contact details of two referees – and a written response to the Project Officer's role. Your written response should include a cover letter addressing why you would like this position, and a statement of no more than four pages that focuses on outlining the skills and experience you have, and which demonstrate how you meet the listed requirements needed to perform the Project Officer role.

# Museums & Galleries of NSW

Please forward your EOI documentation to the Collections and Stories Project Manager – Kate Gahan – at [kateg@mgnsw.org.au](mailto:kateg@mgnsw.org.au). To discuss the role please call Kate on 0458 653 502 during business hours – 9am – 5 pm. EOIs close 12 noon Monday 28 June.