

# JERVIS BAY | MARITIME MUSEUM



## POSITION DESCRIPTION – CURATOR

### INTRODUCTION

The Jervis Bay Maritime Museum and Gallery is looking for an energetic, multi-disciplinary curator with good communication skills and experience delivering exhibitions. This is a key role in the Museum, supporting the development of an innovative annual program of exhibitions as well as providing guidance and support for a small team of volunteers in the Collection Management Centre. The role will involve liaison with other museums and galleries, community groups, and cultural entities. A requirement of the position is current/recent experience within the Museum and Gallery sector.

The Museum opened in 1988, and has grown to be one of the largest independent museums in NSW with 1,000 square metres of display space. Over the past 5 years we have undertaken some significant projects to revitalise the visitor experience as well as the upgrade to the environmental systems for our temporary galleries and the collections area. This enables us to present collections from larger organisations such as the National Maritime Museum or Powerhouse Museum. In this role, you will be part of a team that delivers our annual exhibitions program including the biennial Halloran Contemporary Art Prize, and support public programs such as National Science Week and other events.

The Museum is home to the iconic and locally built Lady Denman Ferry [1911], the last surviving wooden Sydney Harbour ferry, part of the local 20<sup>th</sup> century ship building industry. We are situated in Huskisson, only 2.5 hours from Sydney and the area is a popular tourist destination as Jervis Bay is renowned for its pristine white sand beaches, national parks, and nearby wineries. There are a number of other cultural organisations in the area [Bundanon Trust, Fleet Air Arm Museum and Shoalhaven Regional Gallery] . The museums and galleries in the area network and meet quarterly for a 'Museum's Breakfast' to share experiences, expertise and provide support.

This is an excellent role for someone with curatorial experience in the museum and gallery sector who wants to move the next level of career development.

Further operational information is available on the Museum's website, including the Strategic Plan, and Reconciliation Action Plan. [www.jervisbaymaritimemuseum.org.au](http://www.jervisbaymaritimemuseum.org.au)

# JERVIS BAY | MARITIME MUSEUM

## **POSITION DESCRIPTION**

---

**REPORTS TO:** DIRECTOR, JERVIS BAY MARITIME MUSEUM

**CLASSIFICATION:** 35 HOURS PER WEEK [PERMANENT]

**SALARY RANGE:** Up to \$77,800 + Super

### **Position Scope**

The Curator will work closely with the Director to develop an annual exhibitions program that will both attract and engage visitors in our collections and other exhibition projects. As both a museum and gallery, this is an exciting opportunity to work across a diverse range of subject matter from maritime subjects to art using contemporary communication and display strategies.

Within the scope of this position, there are opportunities to support the presentation, promotion and advocacy of contemporary First Nations art and culture and in this regard the Museum has a Reconciliation Action Plan, which outlines our commitment to the Aboriginal Communities in the local area.

The Museum supports staff with professional development opportunities and training through our network with other organisations.

Reports to: Museum Director

Works Closely with:

- Curator (Halloran Business Archive)
- Engagement / Gallery Officer
- Communications Officer
- Accountant
- Volunteers

The successful candidate will be self-motivated, work autonomously, have the ability to think laterally, pay attention to detail and meet deadlines while managing multiple tasks and stakeholder approvals.

## **KEY ACCOUNTABILITIES**

---

### **COLLECTION MANAGEMENT**

- Responsible for collection care, research, and interpretation.
- Undertake curatorial research to expand knowledge of the Museum's collections for the Museum and the wider community.
- Implement and maintain curatorial and collection management best practice, industry standards, and sustainable processes.

# JERVIS BAY | MARITIME MUSEUM

- Facilitate access to materials held in the JBMM collection for research and respond to external enquiries.
- Provide advice and recommendations on acquisitions, deaccessions, and loans.
- Assist with preparation and updating policies and procedures related to all aspects of the Association's collection, including acquisitions and de-accessions, consistent with collection policy and development priorities.
- Conduct collection audits and create inventories.
- Ensure risk-based methods of collection care for objects used in exhibitions and public programs are followed.
- Ensure effective administration of the collection management system (eHive) e.g. accessioning, registration, cataloguing and related documentation
- Assist with the on-going collection digitisation projects.
- Develop and maintain effective relationships with key local organisations e.g. HMAS Albatross & Creswell Museum, Shoalhaven Art Centre, local museum, and Aboriginal Communities.
- Co-ordinate and mentor volunteers in collections area and supporting the digitisation of our collections.
- Ensure alignment with the purpose, culture and values of JBMM and uphold and foster shared values.
- Have a knowledge of copyright, creative commons and digital media to ensure the effective access to the collection.

## **COLLECTION SECURITY**

- Contribute to the development and implementation of collection security and risk management at the Jervis Bay Maritime Museum.
- Contribute to the development and implementation of collection emergency response procedures, and disaster recovery procedures.
- Respond to collection emergencies according to established written procedures.
- Supervise and ensure appropriate collection object handling techniques.

## **EXHIBITIONS AND PUBLIC PROGRAMS**

- Lead, research, curate and develop engaging, innovative, interpretive exhibitions, public programs, digital and related projects (for example publications, documents, community outreach, oral histories, and social media)
- Participate in the development of annual schedule of temporary exhibitions and programs, assist with the coordination and delivery of these projects.
- Liaise with professional staff in regional, state, and national museums and other institutions on joint projects, exhibitions, programs, research and other activities.
- Write and edit text for exhibitions, related publications, websites, social media, and other publicity.
- Assist when required in the development or oversight of the Museum's activities, including special events, offsite presentations, and promotional activities.
- Ensure that public enquiries on research and collections are managed in a systematic, efficient, and effective manner.

# JERVIS BAY | MARITIME MUSEUM

- Carry out research for enquiries that are complex or not appropriate to be answered by volunteers.

## **WORKING WITH THE TEAM**

- Participate in the induction, training and mentoring of volunteers as required
- Promote the highest professional standards of collection care and research, and act as a mentor to volunteers in this regard
- With the Director, provide professional support and supervision to volunteer members,
- Ensure appropriate standards of work are maintained by the volunteers
- Work cohesively with all team members at the Jervis Bay Maritime Museum

## **GENERAL**

- Undertake the responsibility of the position to:
  - The JBMM Code of Conduct
  - Workplace Safety Rules
  - Equal Opportunity and anti-discrimination legislation requirements
  - Work Health and Safety (WH&S) legislation and Requirements
- Participate in annual performance reviews, meetings and staff training and professional development as and when required
- Help foster a culture which values safety as primary consideration in all activities
- Participate in and promote staff participation in, organisational events and promotional activities as required

Perform other relevant duties as required

## **ORGANISATIONAL CHARTER**

---

### **VALUES**

#### **Accessible**

Our role is to make the Museum and its site accessible and inclusive for everyone. To be a hub, a meeting place for the community.

#### **Respectful**

We act with respect, free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business, and have consideration for others.

#### **Safe**

We maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

#### **Dynamic**

We are flexible, and creative in our endeavour as a museum with a focus on delivering the best experiences for our visitors.

# JERVIS BAY | MARITIME MUSEUM

## **APPLICATION FOR THIS POSITION**

---

### **ESSENTIAL CRITERIA**

- Relevant tertiary qualification, preferably at post graduate level
- Demonstrated current experience [min 3-4 years' experience] in collection management in a public arts or cultural institution, including contemporary cultural collection practices [curatorial, conservation, cataloguing, accessioning/deaccessioning, significance assessments].
- Demonstrated experience initiating, developing, and executing museum/gallery projects, including exhibitions, imaginatively interpreted and for diverse audiences.
- Evidence of high-level research skills and analysis
- Excellent written and oral communication skills,
- Experience managing several projects concurrently and to work well under pressure.
- Advanced skills in the use of museum IT systems, including the use of databases eHive/Vernon/KeMU or similar, Microsoft Word, Power-point, Excel.
- The ability to work flexible hours is an inherent requirement of the role, including some weekend and after hours work for events and programs.

### **DESIRABLE CRITERIA**

- Postgraduate qualifications in art, history, or Museum Studies
- Reasonable knowledge in two or more of the following fields: art history, social history, maritime history, contemporary art, science, and technology

Applicants will need to submit a two page application that demonstrates their ability to meet the qualities of the position. The application should also include contact details for two referees.

### **Pre- employment**

- The person nominated for this role will be required to satisfy a pre-employment Police check and provide a current Working With Children number.
- The applicant will be an Australian citizen.

### **Pandemic / Covid**

The Museum has a number of older volunteers and prefers that employees are fully vaccinated.

### **How to Apply:** Applicants must submit

- a covering letter
- current resume
- a response to the essential and desirable selection criteria as set out in the Position Description.
- Applicants who do not meet the essential criteria will not be considered.

### **APPLICATIONS CLOSE: 26<sup>TH</sup> APRIL**

If you would like additional information prior to applying for the position, please contact Diana Lorentz, Museum Director on NSW 02 441-5675

# JERVIS BAY | MARITIME MUSEUM

Applications should be sent to email: [diana@jbmm.asn.au](mailto:diana@jbmm.asn.au)

Additional supporting information can be found at:  
[www.jervisbaymaritimemuseum.com](http://www.jervisbaymaritimemuseum.com)

---

MARCH 2024