

Position Description	
<b>Position Title:</b> Director Collections, Research and Learning	<b>Division:</b> Collections, Research and Learning
<b>Reports To:</b> CEO	<b>Workplace level:</b> 5 year Fixed-term contract
<b>Loading:</b> Full-time	<b>Special:</b> May be required to work weekends public holidays and school holidays. Will be required to wear historical costume once a fortnight as per roster.
<b>Date Position Created:</b> 22 March 2019	<b>Position Review date:</b> 6 May 2022

## ORGANISATIONAL ENVIRONMENT

### The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel and Narmbool.

### The Department/Area

The Collections, Research and Learning team is responsible for care, research, interpretation and presentation of over 150,000 objects and the delivery of four immersive education programs across its three unique sites.

## ORGANISATIONAL CHARTER

### Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

### Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

### Values

#### Customer focused

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

#### Equality

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

#### Safety

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

### **Integrity**

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

### **Sustainability**

We will maintain our financial viability and independence by using our resources efficiently and effectively. We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

### **PRIMARY ROLE**

The Director Collections, Research and Learning will lead the development, implementation and evaluation of interpretation initiatives (including exhibitions) and learning programs. A major component of the role is promoting the continuous improvement of the visitor experience at Sovereign Hill, Narmbool and the Gold Museum through compelling storytelling and increasing visitor access to research and collections which celebrate the history and heritage of the Victorian goldrush in a global context.

### **DIRECT REPORTS**

- SHMA Senior Curator
- SHMA Historian
- Manager – Education & Operations, Narmbool
- Team Leader – Sovereign Hill Education
- SHMA Costumed School Program teaching staff - Ragged School, Wesleyan Day School, St Alipius
- Education & Public Programs Officer – Gold Museum

### **WORKS CLOSELY WITH**

- CEO
- Directors as per the organisational chart and Leadership group
- Costumed School Principal and other staff employed via Department of Education & Training to deliver the Costumed School program in SHMA's St Peters and Red Hill National Schools
- Education staff and school bookings officers delivering SHMA's four education programs
- Curatorial and Collections Management staff
- Staff who help SHMA deliver an historically accurate visitor experience including managers and supporting staff in Visitor Experience and Commercial & Operations teams
- Local, State & Federal Government partners including Creative Victoria and the Department of Education & Training
- Catholic Education Commission of Victoria and Catholic Education Melbourne
- Universities
- Relevant community and professional organisations
- Sponsors and donors
- Other museums and galleries

<b>JOB TASKS AND RESPONSIBILITIES</b>	
<b>Key result area</b>	<b>Major activities</b>
Collections, Curatorial, Research and Learning	<ul style="list-style-type: none"> <li>• Oversee the quality and delivery of the research, interpretation and exhibitions programs</li> <li>• Oversee management of collections in SHMA's care (150,000+ objects)</li> <li>• Manage and be accountable for Collections, Research and Learning team budgets</li> <li>• Lead and actively participate in teams engaged in special project development at Sovereign Hill's outdoor museum, Gold Museum and Narmbool</li> <li>• Contribute to overall management of Sovereign Hill Museums Association (including the achievement of objectives set out in the strategic plan)</li> <li>• Assist CEO in the development of SHMA master plan and provide strategic advice in relation to collections, curatorial, research and learning</li> <li>• Advise on interpretive presentation at SHMA's outdoor museum, Narmbool and Gold Museum and influence key stakeholders to maintain integrity of information presented through the development of a new interpretive framework for the organisation</li> <li>• Support SHMA's role as a key tourism asset in Australia by ensuring research and historical accuracy underpins all new initiatives</li> <li>• Work with Creative Victoria to deliver Gold Museum grant-funded programs</li> <li>• Oversee management and development of SHMA's education and learning programs including partnership programs partially funded by Department of Education &amp; Training and Catholic Education Commission of Victoria</li> <li>• Represent SHMA on the Costumed School program School Council</li> <li>• Work in partnership with Director Visitor Experience to develop and deliver new programs and learning initiatives for 0-5yrs, adult and vocational training markets</li> <li>• Develop internal training opportunities that ensure museum best practice skills retained/enhanced and promote culture of continuous learning and improvement</li> <li>• Attend Board and Board Committee meetings as directed by the CEO</li> <li>• Assist CEO to secure funding for SHMA initiatives including exhibition sponsorship, government grants and corporate partnerships</li> <li>• Build lasting partnerships and manage relationships with key government agencies, educational and cultural organisations, community groups and other relevant stakeholders</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Undertake the responsibilities of the position adhering to:               <ul style="list-style-type: none"> <li>➢ SHMA policies and procedures</li> <li>➢ Sovereign Hill Code of Conduct</li> <li>➢ Sovereign Hill Workplace Safety Rules</li> <li>➢ Equal Opportunity and anti-discrimination legislation and requirements</li> <li>➢ Occupational Health and Safety (OH&amp;S) legislation and requirements</li> </ul> </li> <li>• Participate in annual performance reviews, meetings and staff training and professional development as and when required</li> <li>• Champion, advocate and enforce all organisational policies, procedures and practices</li> <li>• Foster a culture which values safety as primary consideration in all activities</li> </ul>

<b>JOB TASKS AND RESPONSIBILITIES</b>	
<b>Key result area</b>	<b>Major activities</b>
	<ul style="list-style-type: none"> <li>• Participate in organisational events and promotional activities as required, including the New Gold Mountain roster</li> <li>• Act as a role model for all staff and volunteers through engagement in public activity throughout the Museum</li> <li>• Any other relevant duties as required</li> </ul>
Critical Incident Team	<ul style="list-style-type: none"> <li>• Critical Incident Team Responsibilities include:               <ul style="list-style-type: none"> <li>➢ Support to CEO during critical incidents</li> <li>➢ Collection care</li> <li>➢ Business continuity planning</li> <li>➢ Staff communication and liaison with community</li> </ul> </li> </ul>

<b>KEY SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• A proven record of inspirational leadership of teams with diverse skill sets (particularly in a project driven environment), confident and effective people manager.</li> <li>• An established reputation in collection management, learning, lead curatorial or research role in a cultural heritage environment. Genuine interest in history, science and technology.</li> <li>• Demonstrable ability to represent SHMA nationally and internationally, with a strong external network in related fields.</li> <li>• Proven commitment to audience engagement, with experience of putting the visitor first, with a demonstrable appetite to transform and improve services and ways of working.</li> <li>• Evidence of being proactive, resilient and determined, capable of taking difficult decisions and managing resources (time and money) effectively.</li> <li>• Proven ability to secure funding from external sources and/or attract audiences that contribute revenue through exhibitions, programs, conservation or learning initiatives.</li> <li>• Demonstrated experience in developing, delivering and evaluating learning programs, exhibitions, experiences (including online) and events for a diverse range of audiences at a museum, gallery or visitor attraction.</li> </ul>

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Postgraduate qualifications in History, Museum Studies, Education or Management desirable.</li> </ul>

<b>REQUIRED LICENCES/CERTIFICATES</b>
<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working With Children Check</li> </ul>

<b>OTHER</b>
<ul style="list-style-type: none"> <li>• Must be eligible to work in Australia</li> <li>• Experience working in museums/galleries and understanding of commercial delivery models essential.</li> </ul>

## EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Sara Quon  
CEO

\_\_\_\_\_  
Signature

6 May 2019  
Date of approval

Mark Karlovic  
Head People, Performance & Legal

\_\_\_\_\_  
Signature

6 May 2019  
Date of approval

## EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date