

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

**THE UNIVERSITY OF NEW ENGLAND  
POSITION STATEMENT**

<b>DIRECTORATE:</b>	University Library
<b>POSITION TITLE:</b>	UNIVERSITY CURATOR
<b>POSITION CLASSIFICATION LEVEL:</b>	HEO 7
<b>POSITION NO:</b>	0000006890
<b>DATE CLASSIFIED:</b>	22 July, 2009
<b>REPORTS TO:</b>	University Archivist

**DIMENSIONS OF POSITION:**

To manage, develop and curate the Museum of Education, the Armidale Teachers College Collection and objects of heritage and historical significance owned by the University of New England. These collections embrace a diverse range of objects, materials and mediums, and include paper, textiles, wood, audio visual and organic material. In the case of the Museum of Education, this collection is designated as being of national significance and includes rare and fragile objects. The care and management of the three historic buildings that comprise the Museum of Education is also required. The position provides curatorial advice, support and advocacy to other museums and collections owned by the University of New England. Physically this position is located in the UNE Heritage Centre. The University Curator is also responsible for supervising and guiding the work of the University of New England Art Collection Manager.

**POSITION REQUIREMENT:**

• *Working with Children*

The position is designated as a child related position under the provisions of the 'The Commission for Children and Young People Act 1998' and the 'Child Protection (Offenders Registration) Act 2000. The position can involve direct unsupervised contact with Children. As such, employment screening is a condition of employment.

**POSITION OBJECTIVE:**

The University Curator manages and develops policy and procedures for the collections under their direct control, and provides advice and assistance, in accordance with current legislation including the Heritage Act 1977 and its amendments, to the University and to other UNE museums and collections on request. A coordinating and liaison role is undertaken by the University Curator to ensure that University-wide heritage and museological issues are handled in a consistent and streamlined manner. This position focuses on heritage objects and preservation and compliments the role of the University Archivist, who is responsible for paper, photographic and electronic records.

**DUTIES:**

1. Manage all curatorial and collection aspects of the Museum of Education and collections relative to the history and heritage of the University of New England (e.g. Old Teachers' College, Booloominbah, University Gifts), including the provision of advice to the University Archivist on matters relating to the heritage aspects of the archival holdings and their preservation.
2. Develop and implement policy and procedure for the management of the Museum of Education and collections relevant to the history and heritage of the University of New England.
3. Manage and maintain the collections through documentation, storage, preservation and minor conservation, according to specialized and current museological methods and taking into account the diverse range of materials and mediums, including the special requirements of the three heritage buildings associated with the Museum of Education.
4. Provide executive support and professional advice to the University of New England on: issues facing University museums and collections; legal and statutory requirements; material offered for acquisition; and opportunities available for university museums, collections and herbaria.

5. Coordinate university-wide programs and projects embracing all university museums, collections and herbaria, utilizing the services and opportunities offered by museum and heritage industry organisations.
6. Supervise and direct the duties of the Art Collection Manager, and manage, train and supervise other trainees, staff, and volunteers working within the collections.
7. Develop and manage seminars, conferences, courses and training programs based on, and working with, the collections, for university staff and the public.
8. Seek out funding opportunities, produce submissions, and when funding is secured, manage the projects associated with that funding.
9. Manage, develop, implement and promote exhibitions, temporary and permanent, based on collections under their care e.g. Museum of Education, Armidale Teachers' College collection; and other university collections as requested.
10. Promote and monitor the use of the collections by staff, students, academics and the public for teaching, research and community purposes.
11. Represent the University at events, conferences and by participating on committees relevant to the duties of University Curator.
12. Be aware of the University's policies and procedures relating to EEO, Risk Management, Records Management (TRIM), OHS and quality assurance as they relate to this position.

**QUALIFICATIONS AND SELECTION CRITERIA:**

1. A degree in a discipline relevant to the holdings of the collections with demonstrated extensive curation and museum documentation experience, and collection management experience, or an equivalent combination of relevant knowledge, training and/or experience.
2. Demonstrated organisational ability including the capacity to manage projects and work to agreed deadlines.
3. Demonstrated ability to communicate and negotiate with a broad range of audiences including lending institutions, donors, university staff, professional colleagues, volunteers and community members.
4. Proven expertise in the management and maintenance of collection management databases for PCs . Familiarity with word processing packages, publishing programs and working with digitised images.
5. Proven ability to write coherent reports based on research findings; edit material for exhibition and related publications; and compose successful grant applications.
6. Demonstrated experience in preventative conservation, exhibition design and installation.
7. Ability to supervise and manage staff, and to coordinate and train volunteers.
8. Ability to prepare and present training sessions.
9. Awareness of OHS, risk management, quality assurance, records management and EEO principles as they relate to this position.