



## **Position Description**

**MUSEUM ASSISTANT**  
**Casual**



# VALUE–YORK

## PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



**Empathy**



**Courage**



**Respect**

## Aspirational Value



**Excellence**



## Position Description: Museum Assistant – Casual

Position Number: Y034c

**Purpose:** To provide support and assistance to the Museum Curator in the delivery of excellent customer servicing and general administrative duties. This role will require weekend and public holiday work.

### Role Responsibilities

- To ensure staff presence on weekdays, weekends, and public holidays so that the Museum is open all advertised hours.
- Assist the Curator with exhibition research and installation.
- Assist the Curator with collection maintenance and care.
- To provide information and customer service to visitors.
- To provide administrative services, e.g. cash handling & reconciliation & data entry.
- To promote the Shire of York, its tourism facilities and sites of interest.
- To manage site security in absence of other staff.
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

### Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements *Work Health and Safety Act 2020*.

### Required Skills and Qualifications

#### Essential

- Well-developed communication and interpersonal skills.
- Proven ability to work independently and as part of a team.
- Demonstrated high level customer services skills.
- Well-developed computer skills in Microsoft office suite and competence in the use of other computer packages.
- Cash handling and daily reconciliation.
- A demonstrated interest in the history of York and its heritage.

#### Desirable

- Previous experience working in a museum.
- Appropriate tertiary qualifications or obtaining qualifications in Museum Studies, Arts Administration, Art History or related fields.

- Experience in handling historical material.
- Experience or knowledge in the running of museums and maintaining an historic collection.
- Experience in Tourism & Retail Services.
- Knowledge of the MOSAIC museum database system.

**Level of Authority and Organisational Relationships**

**Reports to:**

Museum Curator.

**Direct Reports:**

Nil generally, in some events may need to provide onsite supervision of volunteers.

**Internal Liaisons:**

- Executive Manager Corporate and Community Services.
- Manager Community & Place.
- Arts and Culture Heritage Officer.
- Volunteers.
- Shire staff.

**External Liaisons**

The Public, Tourists, York Community, Businesses and Tourism Operators, Local Government Curators Group, AMaGA – Australian Museums and Galleries Association.

**Conditions of Employment:** Casual

**Classification:** Level 3 Inside staff EA

**Location:** Residency Museum

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Last Position Description Review

Date: / /

Next Review Due

Date: / /