

## POSITION DESCRIPTION

<b>Position Title</b> BRAG Registrar/ Assistant Curator	<b>HR 2036</b>	<b>Position Level</b> Level 5 – City of Bunbury Employees 2022 Enterprise Agreement	<b>Reports to</b> Team Leader BRAG
<b>Role of position</b> To work with the Bunbury Regional Art Gallery team to provide professional art museum standards of care in the management of and coordination of the City of Bunbury Art Collection, Public Art Collection, and gallery exhibitions.			
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Facilitate access to the City Art Collection and its records for scholars, researchers, and students.</li> <li>Provides professional art museum standards of care, management for the City Art Collection with support from the Senior Gallery Technician.</li> <li>Maintain a collection conservation management plan to ensure artworks in the collection are maintained to appropriate art museum standards and conserved as required.</li> <li>Support the display and curation of the City of Bunbury Art Collection, working with the Gallery Curator (Special Counsel Arts &amp; Culture, Specialist Consulting Services)</li> <li>Ensure that all City of Bunbury Art Collection objects are documented, photographed and condition reported to appropriate professional art museum standards.</li> <li>Work with the Team Leader and the City of Bunbury Art Collection acquisition panel to facilitate collection acquisitions by purchase, gift, bequest, and donation.</li> <li>Facilitate loans to/from the City Art Collection and other exhibitions adhering to appropriate standards of care, documentation, loan agreements, packing and freight.</li> <li>Oversee and works with the Team Leader, Gallery Curator (Special counsel Arts &amp; Culture) and Senior Gallery Technician in the management of the City of Bunbury Collection and Public Art Collection.</li> <li>Assist in preparation and processing of all necessary contracts &amp; agreements for delivery of BRAG exhibitions, working with the Gallery Curator (Special Counsel Arts &amp; Culture, Specialist Consulting Services) as directed by Team Leader BRAG.</li> <li>Manage Collection disaster plan and maintains a disaster preparedness kit for quick deployment.</li> <li>Assist the Team Leader with preparation, reporting and monitoring of the City of Bunbury Art Collection budgets.</li> <li>Liaises with suppliers, art donors and service providers as required.</li> <li>Ensure all relevant legal and statutory compliance requirements are met.</li> <li>Assists with the delivery of the City of Bunbury Art Collection and Public Art Collection valuation with external contractors every 4 years.</li> <li>Maintain and continually improve the collection database relating to both the City of Bunbury Art Collection and Public Art Collection and the records related to registration, insurance, loans, research enquiries and copyright.</li> <li>Support research of artists included in the Public Art and City of Bunbury Art collections, and update BRAG databases and online platforms accordingly.</li> <li>Reports incidents in MYOSH as they occur and in a timely manner.</li> <li>Other reasonable duties as directed by Team Leader BRAG</li> </ul>			<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government Agencies</li> <li>Gallery Curator (Special Counsel Arts &amp; Culture, Specialist Consulting Services)</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>Acts within established practices.</li> <li>Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others.</li> </ul> <b>Desirable Experience</b> <ul style="list-style-type: none"> <li>A demonstrated understanding and/or experience of working in a regional arts setting.</li> <li>A demonstrated understanding and/or experience of registrar and curatorial work with a permanent collection.</li> </ul> <b>Desired Criteria</b> <ul style="list-style-type: none"> <li>A relevant tertiary qualification and or a minimum of three years' experience in a relevant collection management role.</li> <li>A strong knowledge base of Australian art history and contemporary practice with particular emphasis on WA.</li> <li>Demonstrated curatorial experience including a track record of curatorial projects, project/program management, critical art writing and preparation of didactic materials.</li> <li>Demonstrated professional art collection management experience.</li> <li>Practical knowledge and experience of preventative conservation practices and collection disaster preparedness.</li> <li>Demonstrated professional database management.</li> <li>Responsible Service of Alcohol accreditation.</li> </ul>
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>General knowledge of Equal Employment Opportunity and Diversity Acts.</li> <li>A demonstrated commitment to providing a high standard of customer service.</li> <li>A relevant tertiary qualification and or a minimum of three years' experience in a relevant a relevant field.</li> <li>A strong knowledge base of Australian art history and contemporary practice with particular emphasis on WA</li> <li>A demonstrated high level of computer skills</li> <li>Demonstrated experience in budget monitoring.</li> <li>Demonstrated ability to prioritise workloads and meet deadlines effectively.</li> <li>Proven ability to work well independently as well as contribute effectively within a team.</li> <li>Possession of a current National Police Certificate – required to be provided by the successful candidate only, at the appointment stage.</li> </ul>			

## POSITION DESCRIPTION

### Mission Statement

Welcoming and Full of Opportunities

### Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

#### **We are Community**

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

#### **We are Open**

- We are **open** to **opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

#### **We are Brave**

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

**#WEARECOB**

### **Misconduct**

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

#### Employees must;

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

### **Risk Management**

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

### **Customer Service**

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

### **Work Health and Safety**

#### Managers/Supervisors must;

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to WHS Officer immediately.
- Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

#### Employees must;

- Take reasonable care to ensure their own health and safety and that of others, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with instructions given for their own health and safety and that of others, in adhering to Safe Work Procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

### **Accountable and Ethical Decision Making**

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: