



POSITION DESCRIPTION

FOR HR USE ONLY	
CAT Code	CAT201006
Position Number	
Primary Function	

POSITION DETAILS:

POSITION TITLE	Museum Conservator
SCHOOL / DEPARTMENT	Chau Chak Wing Museum, Museums and Cultural Engagement
FACULTY / PSU / PORTFOLIO	Vice Principal External Relations
CLASSIFICATION LEVEL	HEO 6
CLASSIFICATION DATE	1 December 2020

PRIMARY FUNCTION INCLUDING UNIT CONTEXT:

The Museum Conservator will undertake the management of conservation services for the Chau Chak Wing Museum collections. The role will also provide conservation expertise to Sydney University Museums collections, and conduct research, write reports and perform conservation treatments.

This position is a member of the Chau Chak Wing Museum team and will work directly with Sydney Analytical staff.

UNIVERSITY & FACULTY / PSU / PORTFOLIO OVERVIEW:

<http://sydney.edu.au/museums/>

The Chau Chak Wing Museum sits within the External Relations portfolio and provides services and experiences for both internal and external users.

The Chau Chak Wing Museum team manages a rich and diverse program of cultural outreach activities for the University. The unit comprises Macleay, Nicholson and University Art Collections. Collection areas cover natural history, ethnography, historic photographs, science, visual arts, decorative arts and antiquities and comprise some of Australia's most historic collections. Chau Chak Wing is a partner (node) of Sydney Analytical, the core facility of the Vibrational Spectroscopy facility at the University. Sydney Analytical offers a range of specialised instruments and sampling accessories for use in simple point spectroscopy or sophisticated chemical/biological mapping and imaging.

KEY ACTIVITIES AND ACCOUNTABILITIES:

(Up to 10 key accountabilities in order of most to least important)

The following activities and accountabilities are designed to deliver outcomes aligned with the University's strategic goals. While delivering outcomes, the incumbent is expected to honour and adhere to the University's policies, codes and guidelines including the University's Code of Conduct, while consistently demonstrating the University's culture and values.	
	FREQUENCY
1. Supervisory Responsibilities: As Museum Conservator, the incumbent supervises conservation programs and activities of Chau Chak Wing Museum. This includes engaging and supervising any casual or contract conservators hired by the museum. Work with the Head of Collection Management to set work priorities. Manage budget, procurement and compliance requirements. Record all related activities in the museum's collection database, EMu.	Ongoing
2. Lab management Supervise and manage the operation of the Conservation Laboratories of Chau Chak Wing Museum. Procure all equipment and supplies required for conservation and collection care purposes by all staff and contractors following University procedures. Write, train staff and document Safe Work Practices. Undertake disaster preparedness. Manage all chemical purchases, use and disposal to comply with university standards.	Ongoing
3. Object Care: Oversee a preventive conservation and integrated pest management program across multiple sites on campus, including environmental and pest monitoring and being key contact for building level pest treatments and the environmental systems. Document, write procedures and train staff in all conservation related processes to museum best practice standards. Carry out analysis, conservation treatment and reporting in support of collection storage, loan and exhibition programs. Identify CCWM collection treatment needs of objects through examination, surveys, and assessments. Develop related proposals with budget and resource implications.	Ongoing
4. Acquisitions and Loans: Undertake quarantine procedures for all material entering museum spaces including interactions with Department of Agriculture, Water and the Environment (AQIS/Biosecurity). Provide object assessment and undertake pest treatments, including use of low oxygen/nitrogen and freezer treatments. Complete incoming and outgoing loan reports. Contribute to the safe display, packing, storage, transport, installation and documentation of new acquisitions, incoming and outgoing loans.	Ongoing
5. Exhibitions Attend exhibition planning meetings and advise on conservation issues both for loans and collection objects. Work with collection management and exhibition teams, exhibition and lighting designers. Advise on materials, finishes, light levels and overall exhibition design. Supervise the implementation of conservation requirements for exhibitions and the monitoring and maintenance of those requirements.	Ongoing
6. Analysis and Research: Work with Sydney Analytic, use and be trained in Vibrational Spectroscopy instrumentation, particularly XRF. Stay up to date with developments and research in the preservation field and in objects conservation. As time allows, conduct and publish research on conservation issues that affect the preservation of the collection, its treatment, or its technical understanding. Research new laboratory equipment as required.	Ongoing
7. Other duties as required within this classification.	As required

MANAGEMENT DATA

REPORTS TO: Role to which this position reports	Head, Collections Management
2 UP REPORT:	Director, Museums & Cultural Engagement
DIRECT REPORTS: number of direct reports to this position	Volunteers/interns (as required).
INDIRECT REPORTS: number of reports via subordinates to this position	N/a
OPERATING BUDGET (Excludes Salaries)	N/a

KEY RELATIONSHIPS

KEY INTERNAL RELATIONSHIPS – across/within the University

MAIN CONTACTS (3 in order of most to least frequent)	PURPOSE
Head, Collections Management	Provide status updates on project progress.
Collections Management Team	Update, assist and train
Other Museum staff and Curators	Gain information on specific collections

KEY EXTERNAL RELATIONSHIPS – outside of the University

MAIN CONTACTS (3 in order of most to least frequent)	PURPOSE
n/a	

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Museum Conservator will work under general to broad supervision with direction provided on key accountabilities. This position will have autonomy to make decisions related to work tasks within policies and procedures, and protocols appropriate to the area, but will seek advice and guidance from the Manager, Collections Management, and other Museum curators. They will have discretion to carry out tasks in the order and method they see as most appropriate, provided that set priorities and deadlines are achieved, and University protocols and policies are followed. They will resolve routine matters that may arise and collaborate with other staff (often more senior) to resolve any complex matters that need to be addressed. They may provide advice on routine matters and be responsible for a defined body of work. Actions and decisions are taken collaboratively where appropriate.

QUALIFICATIONS AND/OR CERTIFICATIONS

Diploma or degree in relevant discipline.
Degree/Diploma in Materials conservation

EXPERIENCE AND SKILLS

CRITERIA (Select up to 8 in order of most to least important)
Team Leadership Skills <ul style="list-style-type: none"> • Demonstrated ability to motivate, plan, execute and manage the work of a small team and work under pressure to meet deadlines in a versatile and changing environment
Computer Skills <ul style="list-style-type: none"> • Demonstrated knowledge of EMu database or equivalent. • Demonstrated high level skills Word, Excel and Photo processing software.
Industry Knowledge <ul style="list-style-type: none"> • Demonstrated knowledge and application of museum practices and procedures especially in current preventive and treatment techniques in the conservation of art, archaeological, natural history, history, and ethnographic collections, including awareness of the ethical standards for conservation especially indigenous cultural property
Superior Communication Skills <ul style="list-style-type: none"> • Highly developed oral and written communication skills with a demonstrated ability to advise, liaise, negotiate and work effectively with a wide variety of individuals and organisations
Working with Tools <ul style="list-style-type: none"> • Ability to work with basic hand tools appropriate to storage, packing and exhibition installation • Ability to lift and carry objects and climb ladders and work with tools within WH&S guidelines • Experience in use of Vibrational Spectroscopy instrumentation
Strong Museum Conservation Experience <ul style="list-style-type: none"> • Demonstrated understanding and experience with a wide variety of museum mediums, materials and • Demonstrated knowledge and experience regarding project management techniques to manage conservation program development and delivery
Experience in Collection Management <ul style="list-style-type: none"> • Demonstrated knowledge and experience regarding project management techniques to manage conservation program development and delivery • Experience in the recording of object locations
A current driver's licence

AUTHORISATION

Confirmation that this is a true reflection of the accountabilities of this role.

AUTHORISED DELEGATE	Position Title: Director, Museums & Cultural Engagement
	Name: David Ellis