



Position Description

MUSEUM ASSISTANT



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Museum Assistant

Position Number: Y034b

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 Council's operations, and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Appropriate tertiary qualifications or obtaining qualifications in Museum Studies, Arts Administration, Art History or related fields.
- 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.
- Valid Working with Children Check.

Desirable

- Previous experience working in a museum.
- 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.

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: / /