



MUSEUM COLLECTIONS MANAGER

Full-time, 2 years fixed term - North Sydney

Reporting to the Congregational Archives Manager, the newly created role of Museum Collections Manager will be responsible for the care and preservation of the Congregation's Museum collections. The incumbent will work closely with the Congregational Leadership Team (CLT), the Congregational Archives Manager, Centre Managers, and other key stakeholders to ensure the museum collections are well-maintained, documented, and accessible. This role involves high level planning, development, and implementation of procedures to support the preservation and engagement of the museum collections, making them relevant and engaging for all.

This role is based in North Sydney working Monday – Friday. After the initial induction period, there will be an option to partially work from home. Our museums are located in various locations throughout Australia and this role will include regular travel as a result.

About us:

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

Saint Mary MacKillop is widely acclaimed as a great Australian woman educator and social reformer. Her commitment to improving the lives of the poor inspired other women to join her in establishing schools and welfare institutions across Australia and New Zealand. The story of her life and those of the congregation's co-founder, Fr Woods and the Sisters, are told through Museums in North Sydney, Adelaide, East Melbourne and Hobart. Each of the Congregations' museums is co-located within a site offering other conferencing and/or accommodation services. These museums are managed by the Spirituality Ministry of the Sisters of Saint Joseph.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement, Safeguarding Code of Conduct and Safeguarding Policy as part of the application process. These documents are available on our website under the heading 'Safeguarding' (www.sosj.org.au).

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

About you:

To be successful in this role you will have previous relevant experience working in a museum or similar environment. This experience will have equipped you with sound knowledge and understanding of Museum Collection Management including professional museum standards, practices, policies, trends, ethics, and interpretive styles. Your excellent communication skills enable you to effectively influence and collaborate with stakeholders at all levels.

The key challenges in this role are that you will need to effectively balance the considerations and/or priorities of local Centre managers with the requirements of managing the museum collections, security and facilitating object and information access. In addition, you will need to identify issues adversely impacting on project delivery and the development and implementation of strategies to overcome them.

RESPONSIBILITIES

- Develop and advise on planning, processes, and policies for museum objects and cultural property.
- Audit, review, and manage documentation and digitization of museum collections.
- Mentor and support museum staff in preservation and conservation, ensuring compliance with standards.
- Advise and act as consultant to the Spirituality Ministry to ensure a high level of collections management practices.
- Collaborate with Centre Managers to support museum preservation policies and daily operations.

- Build and maintain relationships with museums and galleries, church agencies, government departments and other organisations to advocate for the Mary MacKillop Museums and establish networks.
- Contributes to the development and management of project specific budgets.
- Develop and manage project-specific budgets.

KEY SELECTION CRITERIA

Essential

- Knowledge and experience in museum collection management, including relevant legislation and regulations.
- Contemporary knowledge and experience with contemporary collections management systems.
- Ability to influence others and gain cooperation to achieve objectives.
- Ability to work effectively with stakeholders at all levels.
- Demonstrated ability to work independently and as part of a team.
- Ability to travel within Australia.

Desirable

- Formal qualifications in Museum and/or Heritage Studies.

Successful applicants in this position will be required to consent to a National Criminal History Check in line with our Compliance Check Policy.

For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **Monday 24 February 2025**.