



ROLE DESCRIPTION

Job Ad Reference: QLD/QAG280622
Closing Date: Wednesday 18 July 2018

Position Title: Collection Management System Coordinator
Classification: AO5
Location: Queensland Art Gallery | Gallery of Modern Art, Brisbane
Date of review: May, 2018

ABOUT THE GALLERY

The Queensland Art Gallery | Gallery of Modern Art (The Gallery), Queensland's premier visual arts institution and a major cultural tourism attraction for Queensland, aims to connect art and people. The Gallery is located on the South Bank of the Brisbane River and is part of the Queensland Cultural Centre Precinct.

The Gallery currently has a multi-disciplinary staff of approximately 260 and a community access program that includes Volunteer Guides, Volunteer Information Officers and volunteers serving in the Library and Curatorial areas. The Gallery provides a dedicated regional program as well as offering professional services throughout the State. The Gallery is highly regarded for its innovative audience access strategies, and is recognised internationally for its leadership role in developing interactive art projects for children, through the Children's Art Centre.

The Gallery is a statutory body managed by the Queensland Art Gallery Board of Trustees under the *Queensland Art Gallery Act 1987*.

If you would like further information about the Gallery please visit our website at: <http://www.qagoma.qld.gov.au/>

The Gallery's Vision and Mission Statements, and strategic principles are:

VISION

To be the leading institution for the contemporary art of Australia, Asia and the Pacific

MISSION

To engage people with art and artists through memorable and transformative experiences onsite and online

PRINCIPLES

- Access for all
- Recognition of Aboriginal and Torres Strait Islander peoples
- Leadership through research, learning and innovation
- Commitment to a sustainable, collaborative and inclusive culture

ABOUT THIS ROLE

This position provides technical expertise, maintains, develops, and supports the use of the Gallery's Collection Management System (KE EMu). The position also provides support specific to projects related to digital access and publication of the collection and will work closely with the Information and Technology department and as a member of multi-disciplinary project teams to ensure the effective use of the collection database institution-wide.

The Collection Management Systems Coordinator reports to the Registrar, Collection and Loans and works in conjunction with the Collection Documentation Coordinator.

KEY DUTIES

1. Responsible for the ongoing development and maintenance of the Gallery's Collection Management System (KE EMu) including to:
 - a. Ensure proper and consistent entry and maintenance of data, and undertake data clean-up as required
 - b. Create and update a User's Manual for use by Gallery staff
 - c. Manage and update Crystal Reports and develop new reports
 - d. Resolve faults, errors and related problems
 - e. Implement new EMu modules and applications to benefit Collection related tasks
 - f. Schedule and coordinate software updates
 - g. Learn new EMu skills and keep up with emerging technologies
2. Support and promote the use of the Collection Management System as a Gallery-wide tool including to:
 - a. Administer user accounts and maintain security controls
 - b. Development and delivery of KE EMu training and support
 - c. Actively problem-solve user needs and questions
3. Develop and administer the Gallery's Collection On-line portal for access by staff and public.
4. Participate in multi-disciplinary project teams providing Collection Management System expertise to further digital initiatives that require the integration of KE EMu with other museum systems such as DAMS and in-house digital learning.
5. Serve as a liaison with Axiell – KE Software support staff and be active in the EMu user community.

ARE YOU THE RIGHT PERSON FOR THE JOB?

To be successful in this role you will be able to demonstrate the following capabilities as they apply to the role:

Technical – Extensive experience in the use of collection management systems, specifically knowledge of and expertise with KE EMu collection system database and HP CM9 records management system. Highly developed computer literacy skill is a requirement. Knowledge of museum studies, arts administration, computer science, or art history is an advantage.

Supports strategic direction – Understands and supports the organisation’s vision, mission and business objectives. Plans ahead and analyses information relevant to work tasks and responsibilities. Identifies potential issues and applies problem solving strategies. Thinks laterally and identifies and implements improved work practices.

Achieves results – Contributes own expertise in the development, maintenance and promotion of the collection system database (KE EMu) as a Gallery-wide tool. Takes responsibility for managing work projects to achieve results. Works within agreed priorities, adhering to documentation procedures and achieving quality outcomes. Seeks feedback from supervisor to gauge satisfaction and seeks assistance when required.

Supports productive working relationships - Builds and sustains positive working relationships with team members, professional and technical staff, and external service providers. Shares information and ensures others are kept informed of issues. Is responsive to changes in client needs and expectations, and actively problem-solves.

Displays personal drive and integrity - Acts professionally at all times. Invests time to learn organisational and governmental processes/policies, and to build and develop KE EMu knowledge. Takes personal responsibility for accurate completion of work and commits energy and drive to see that goals are achieved under limited supervision.

Communicates with influence – Communicates in a clear and articulate manner. Structures written and oral communication to ensure clarity, including when providing written and verbal advice to senior managers and to external service providers. Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people’s expectations and concerns.

Key Attributes for all roles within the Gallery are based on the Queensland Public Service Commission’s Capability and Leadership Framework (CLF). This framework outlines a set of broad capabilities relevant to all positions within the agency. Click on the link for further information on the [CLF](#).

ADDITIONAL INFORMATION

- Preferred applicants are required to undertake a criminal history check by Australian Police Services. Only information relevant to the position will be considered.
- Any successful applicant who is not a current permanent employee of the Queensland Public Service will initially be appointed for a minimum three-month probationary period.
- All newly appointed employees to the Queensland public sector must disclose any previous employment as a lobbyist within the last two years.
- Applications will remain current for up to 12 months after closing date where identical vacancies may become available in this time.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- The applicant will need to work outside standard work hours, as required.
- A current car driver’s license would be beneficial for this position.

For further information about this role contact Amanda Pagliarino, Head of Conservation and Registration on (07) 3840 7742.

HOW TO APPLY

Please apply online at www.smartjobs.qld.gov.au.

Your completed application must consist of the following:

- A two page statement which separately addresses each of the capabilities outlined under 'Are you the right person for the job?' in the context of the key duties of the role.
- A detailed resume incorporating evidence of your ability to meet the capabilities outlined under 'Are you the right person for the job?'. Your resume should include two referees, one preferably your current supervisor, who may be contacted with respect to your application.

Should you be shortlisted, you may also be requested to participate in further activities designed to assess your experience or capacity. Assessment tools may include interview, written exercise or psychometric testing where applicable. Final selection will be based on all the above requirements.

Note that online submission of your application is the preferred method. If you are having difficulty with the Smart Jobs and Careers website please contact CAA Recruitment Services on (07) 3003 2341 or (07) 3003 2336 to enquire about alternative arrangements.

To find out more about the Art Gallery please visit our website at www.qagoma.qld.gov.au