

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Casula Powerhouse Arts Centre
<b>Position Grade:</b>	Grade 12	<b>Reports to:</b>	Curatorial and Collections Team Lead
<b>Last review:</b>	April 2022	<b>Next review:</b>	April 2025
		<b>Version No.:</b>	1.0

**Position purpose:**

To manage and coordinate the registration, documentation, movement, preservation, and storage of all moveable objects for the Liverpool City Council Art Collection and temporary loans for Casula Powerhouse Arts Centre in line with professional best practice standards for museums and galleries This role also coordinates and contributes to the ongoing development, interpretation, research, presentation, and promotion of the Liverpool City Council Art Collection.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) Develop and manage collection and loan management strategies, collection and loan management policies and procedures for the improvement of storage and registration of the Collection and temporary loan objects, ensuring all legal requirements are met.
- 2) Manage the storage, registration, condition reporting, handling, movement, conservation, risk management, valuations and insurance of all moveable objects for the Collection. This includes all Collection records (both electronic and hardcopy).
- 3) Manage incoming and outgoing loans of moveable objects including storage, packing, logistics, registration, handling, legal agreements, insurance, documentation and record keeping, condition reporting and negotiations with both lenders and borrowers, ensuring all contractual and legal obligations are met.
- 4) Manage the storage and care of CPAC's photographic and slide collection.
- 5) Provide Collection related information to the Marketing and Communications team for all published material and assist with all collection media related strategies.
- 6) Manage the contracting of professionals and ensure that all contractual conditions are met, and all relevant policies and procedures are adhered to.
- 7) Work with key programming staff on the delivery of exhibitions and special events.
- 8) Assist in the coordination and planning of the installation and de-installation of exhibitions at Casula Powerhouse Arts Centre, including induction and supervision of casual staff, contractors, and art handlers.
- 9) Work closely with Council's Operations Team Lead and Facilities Maintenance team to ensure that the Collection is tied to the maintenance and building programs.
- 10) Undertake consultation with key arts/cultural representatives locally, nationally, and internationally for the Collection and advise on matters and professional topics relating to the Collection.
- 11) Advise on the development of the annual Registration budget, monitor and make decisions relating to expenditure.
- 12) Manage and supervise Collection and temporary loan timelines, scheduling for the Collection and temporary loans and ensure that all deadlines are met.
- 13) Assess and manage requests for external loans from the Collection
- 14) Contribute to the research, development, exhibition, and interpretation of the Collection, including collection enquiries from the general public and arts organisations.

- 15) Answer public enquiries and public access requests on all matters related to the Collection and temporary loans.
- 16) Represent CPAC, including being a guest speaker at external arts forums, seminars and conferences and other exhibitions and collections events as required.
- 17) Develop and contribute to funding applications for the Collection and associated projects through appropriate grant platforms and sponsorships.
- 18) Coordinate ongoing online collection initiatives.
- 19) Manage all collection de-accessions and acquisitions, including those made to the Centre via the Cultural Gifts Program.
- 20) Supervise the Registration area and set workplans for the Assistant Registrar, interns/volunteers and casual staff.
- 21) Carry out other duties as required by Director and Curatorial and Collections Team Lead.

**Decisions made in the position:**

- 1) Handling, care, conservation, and maintenance of Collection.
- 2) Handling, care, conservation, and management of temporary loan objects for exhibition program.
- 3) Purchasing of materials and equipment.
- 4) Direct supervision of staff.

**Decisions referred:**

- 1) Expenditure over delegated limits.
- 2) Establishment of workplan priorities.

**Key issues/challenges:**

- 1) Adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
- 2) Maintaining a current knowledge of industry standard practices and procedures for conservation, preservation, handling, storage, registration, and transportation of art.
- 3) Working in a collaborative team environment.
- 4) High level of attention to detail and effective time management.

**Key working relationships:**

- Director
- Operations Team Lead
- Curatorial & Collections Team Lead
- Curatorial & Collections Team
- Technical Team
- Assistant Registrar
- LCC and CPAC staff

**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Arts Degree and/or equivalent experience.
- Current Driver's License.

**Experience**

- Demonstrated experience in the management of Collections and temporary loans of moveable objects for exhibition projects including handling, packing, display, preservation, storage, registration, documentation, national and international transport logistics, legal agreements, stakeholder management, and condition reporting to professional museum/gallery level.
- Knowledge and experience of exhibition development and management processes.
- Knowledge and experience of risk management and disaster preparedness.
- Experience in the development of management strategies, collection policies and procedures as required.
- Demonstrated experience in the management of various types of collections such as file archive, photographic and slide, publication and exhibition collections, art and heritage objects.
- Experience in managing a team including casual staff, volunteers and interns ensuring that objects are handled, stored and transported according to current gallery/museum standards.
- Demonstrated experience in using Microsoft Word, Excel, Adobe Photoshop and a Collection Management System (preferably Vernon CMS).
- Proven ability to successfully work on multiple projects and tasks at once and deliver projects within budget and agreed timelines.

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Knowledge archival and storage systems for collection items and temporary loan artworks, including electronic media.
- Knowledge of registration procedures, processes, and documentation standards pertaining to collection management, accessions and deaccession, loans and exhibition processes.
- Knowledge of and experience in maintaining information systems including collection database management, records management, acquisition information, loan information, and photographic records.
- Knowledge of national and international collection registration practices as well as museum art handling display practices.
- Knowledge of caring for, cataloguing and digitising collections.

**DESIRABLE CRITERIA**

**Qualifications/Licences/Experience/Knowledge and Skills**

- Excellent communication skills with the ability to communicate with a diverse range of customers.
- Excellent diplomacy and negotiating skills.

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**