



arts northern rivers

1/5 Bruxner Hwy Alstonville NSW 2477

ABN: 284 1757 5325

P: 02 66 288 120 F: 02 66 288 121

E: [info@artsnorthernrivers.com.au](mailto:info@artsnorthernrivers.com.au)

[www.artsnorthernrivers.com.au](http://www.artsnorthernrivers.com.au)

## **Regional Museum Development Officer** **Position Description**

### **ABOUT THE ORGANISATION:**

Arts Northern Rivers Inc is the peak body for the arts and cultural sector in the Northern Rivers region of New South Wales, Australia. The organisation is supported by the seven local governments of the region - Ballina, Byron, Clarence Valley, Kyogle, Lismore, Richmond Valley and Tweed - and Arts NSW, and is part of the Regional Arts NSW network. For more information about what we do go to [www.artsnorthernrivers.com.au](http://www.artsnorthernrivers.com.au).

### **SUMMARY OF POSITION:**

The Regional Museum Development Officer (RMDO) will be employed to implement a regional museum development project which will be managed by Arts Northern Rivers as a partnership with Clarence Valley Council and local government throughout the region, in cooperation with Museums and Galleries NSW. A project summary and background information is provided below.

**The main office base for the job will be in Grafton. The main focus of the position is to undertake regional planning and provide strategic assistance for the 21 volunteer run museums in the region.**

### **Remuneration**

The salary over 11 months is \$30800 + super + leave loading + vehicle allowance. This equates to a weekly salary of \$700 per four day week.

### **Time frame**

The Officer will be contracted four days per week for 11 months from April 2007 to February 2008.

### **Duties:**

Work with volunteer museum committees in the region, Museum Advisory Committee and Arts Northern Rivers to:

- 1) become familiar with museums and collections in the region;
- 2) complete a short internship with Museums and Galleries NSW;
- 3) review issues already identified by museums (attached) and which arise through the MGNSW standards program;
- 4) prepare a work plan for the year;
- 5) call for expressions of interest in significance assessments from regional museums;
- 6) engage consultant to conduct significance assessments;
- 7) implement assessments and training program funded through Community Heritage Grant;

- 8) scope needs, identify most urgent needs and refine priorities;
- 9) identify local and regional strategic partnership opportunities;
- 10) identify opportunities for convergence of resources;
- 11) scope and prepare a regional museum development plan for the future sustainability for the volunteer museums;
- 12) provide assistance for the volunteer museum committees, particularly where collections are at risk or where urgent needs have been identified; and
- 13) prepare grant applications to implement the plan.

**Selection criteria - essential:**

- 1) previous professional museum experience
- 2) multi skilled person with good IT skills and knowledge of Mosaic or similar systems
- 3) excellent written and verbal communication skills
- 4) experience living and working in regional communities
- 5) exceptional PR skills and people skills
- 6) demonstrated strategic planning or business planning skills and experience
- 7) demonstrated experience preparing funding applications.

**Selection criteria - preferred:**

- 8) relevant tertiary qualifications in history or museum practice and/or
- 9) experience in heritage assessments and conservation.

**Management and supervision:**

The officer will be advised by the regional museums advisory committee and reports through the RADO to board of Arts Northern Rivers Inc.

**Office and resources:**

The Officer will be based primarily in offices provided by Clarence Valley Council in South Grafton (in a suite shared with the Library and Heritage Coordinator and the Cultural Development Coordinator). From this Southern base they will be able to access the 12 volunteer museums in the Clarence Valley and Richmond Valley. The officer will also work 1 week per month from the Alstonville office of Arts Northern Rivers, closer to the Northern museums.

The Officer will work in cooperation with MGNSW staff, and facilitate access to MGNSW programs and information resources. MG NSW will also support the Officer through an internship in its Sydney office at the commencement of the project to develop an understanding of the whole sector, and support the cost of the Officer's participation in MGNSW programs and professional development initiatives.

**APPLICATIONS CLOSE COB MONDAY 12 MARCH 2007**

Applications should be marked as confidential and sent by post to:

Lois Randall, CEO  
Arts Northern Rivers Inc,  
Unit 1 Old Tintenbar Chambers  
5 Bruxner Hwy Alstonville NSW 2477

**IMPORTANT:**

- FAXED AND EMAIL APPLICATIONS WILL NOT BE CONSIDERED.
- APPLICANTS MUST ADDRESS EACH AND EVERY SELECTION CRITERIA. APPLICATIONS WHICH DO NOT ADDRESS EACH SELECTION CRITERIA WILL NOT BE CONSIDERED.

# **Northern Rivers Regional Museum Development Project**

## **PROJECT SUMMARY AND OVERVIEW**

### **Background**

The Northern Rivers region of NSW stretches from the Queensland border to the southern end of the Clarence Valley. The Local Government Areas that make up the region are Tweed, Byron, Ballina, Lismore, Richmond Valley, Clarence Valley and Kyogle.

There are 21 volunteer run museums with diverse collections ranging from community social history museums to specialist museums, as well as several cultural organisations which include heritage collections, such as the Minjungbal Aboriginal Cultural Centre, and there are six small private museums.

In early 2006 representatives from the volunteer museums approached Arts Northern Rivers, Museums and Galleries NSW and Arts NSW to assist them address needs and issues which they consider to be urgent, to protect, manage and improve access to the important museum collections in the region. New partnerships need to be developed, and opportunities for regional sharing of resources and information need to be identified.

Arts Northern Rivers Inc is a regional arts board supported by the seven local governments of the region and Arts NSW. As a regionally focused cultural organisation with local government partners, the museums have proposed that Arts Northern Rivers is the appropriate organisation to support strategic regional museum development.

### **Aims**

This Regional Museum Development Project has been initiated by and developed in consultation with the volunteer-run museums in the Northern Rivers region.

### **There are two aspects to the project.**

#### **Part 1: Funded through the Arts NSW Museums Program**

Arts NSW has provided funding to employ a Regional Museum Development Officer (RMDO) to undertake strategic regional planning and provide strategic assistance for the 21 volunteer run museums in the region. This part of the project will be managed by Arts Northern Rivers as a partnership with Clarence Valley Council and local government throughout the region, in cooperation with Museums and Galleries NSW. There will be a regional museum advisory committee established representing these key stakeholders.

#### **Part 2: Funded through Community Heritage Grants, National Library**

A Community Heritage Grant has been received from the National Library of Australia, to engage a Consultant to work with RMDO to identify the most significant items in the collections of the Northern Rivers museums, so that these can be prioritised for preservation; and also to run four workshops to train the volunteer museum committees in conservation methods relating to these significant items, and in collection management.

### **Implementation**

The RMDO will be contracted four days per week for 11 months from February 2007, to develop a regional museum strategy and provide strategic assistance to the

museums. The position will have a broad regional focus.

The RMDO will be based primarily in offices provided by Clarence Valley Council in South Grafton (in a suite shared with the Library and Heritage Coordinator and the Cultural Development Coordinator). From this Southern base they will be able to access the 12 volunteer museums in the Clarence Valley and Richmond Valley. The officer will also work one week per month from the Alstonville office of Arts Northern Rivers, closer to the Northern museums.

A Consultant Historian will be engaged to conduct significance assessments of targeted collections. The RMDO, working with the volunteer committees, will identify particular collections to be assessed for significance. The Consultant will be engaged by and managed by the CEO of Arts Northern Rivers, and will work with the RMDO.

The RMDO will also finalise the program of 4 workshops in conservation and collection management, and engage qualified conservation and collection management specialists to run these workshops, in consultation with MGNSW.

The RMDO will also work in cooperation with MGNSW staff, and facilitate access to MGNSW programs and information resources. There are currently 8 museums in the region engaged in the MGNSW Standards Program. MGNSW will also support the Officer through an internship at the commencement of the project to develop an understanding of the whole sector, and support the cost of the Officer's participation in MGNSW programs and professional development initiatives.

The Regional Museum Development Plan will identify needs and formulate strategies to:

- address financial and human resource sustainability issues through partnerships and business modelling;
- help museums keep up to date with contemporary museums practice;
- manage, preserve and promote the collections;
- foster regional networking and sharing of information, resources, services and infrastructure and develop a strong regional collections network;
- identify key strategic partners, regional and local;
- develop stronger community and tourist audiences; and
- develop a strategic approach to managing and maximising access to the collections as important cultural assets.

## **MUSEUMS OF THE NORTHERN RIVERS REGION**

### **List of Museums by Local Government Area**

Volunteer run museums engaged in the development of this project are highlighted. Privately owned museums are indicated with (P).

<b>Clarence</b>	<b>Richmond</b>	<b>Lismore</b>	<b>Ballina</b>	<b>Byron</b>	<b>Kyogle</b>	<b>Tweed</b>
Schaeffer House Grafton	Casino	Richmond River	Ballina Naval & Maritime	Brunswick Valley	Kyogle	Murwillumbah
Port of Yamba	Mid Richmond	Nimbin (P)	Crawford House	Bangalow	West of Range	Tweed
Maclean Museum and Stone Cottage	New Italy		House with no Steps developing Museum of Transport	Cape Byron Headland Trust	Kyogle Transport Museum (private)	Uki
Alumny Creek	Evans Head				Cinema Museum (private)	Minjungbal Aboriginal Museum
Lawrence	Pacific Rail Casino					
Glenreagh						
Iluka History Group						
Squatters Rest Museum Tucabia (P)						