

Tamworth Regional Council – Digitisation Project

Contractor Details	
Title	Museum Digitisation Contractor
Directorate	Growth and Prosperity
Location	Australian Country Music Hall of Fame, Tamworth PowerStation Museum and Tamworth Regional Gallery
Rate	\$47.00 per hour

Relationship and Stakeholders	
Reports to	Director, Tamworth Regional Gallery & Museums
Direct Reports	<ul style="list-style-type: none"> ▪ Nil
Number of Employees	<ul style="list-style-type: none"> ▪ Nil
Key Internal Relationships	<ul style="list-style-type: none"> ▪ Tamworth Regional Gallery & Museum Staff
Key External Stakeholders	<ul style="list-style-type: none"> ▪ Museum and Gallery Volunteers ▪ Tamworth Local Aboriginal Land Council (TLALC) ▪ Regional Cultural Fund ▪ Australian Museums and Gallery Association (AMaGA) ▪ Museums and Galleries of NSW ▪ Community Sector

Contractor Purpose
<p>This position's primary focus is to document and digitise the Tamworth Regional Council cultural collections.</p> <p>The purpose of this position is to:</p> <ul style="list-style-type: none"> ▪ Provide First Nations advice, guidance and information on Tamworth's cultural collections and the wider region. ▪ Work in partnership with the Tamworth Local Aboriginal Land Council, First Nations cultural knowledge holders and other First Nations individuals and groups. ▪ Perform digitisation of Tamworth's cultural collections to increase the quality and quantity of digitised online records ▪ Support the care, documentation, digitisation and effective management of Tamworth's cultural collections ▪ Build strong relationships and networks with volunteers in participating museums, archives and the Gallery. ▪ Support the training of Tamworth's Cultural Collections' staff and volunteers and provide on-going mentoring. In particular, cataloguing and digitisation training in line with required digitisation standards outlined in M&GNSW's Crystal Clear: standards and guidelines for regional digitisation. ▪ Provide and maintain technical knowledge of developments in photography, video and digital imaging to enhance skills, enable effective operation and implement best practice collection digitisation. ▪ Work collaboratively with volunteers to implement strategies to promote our museums, archives and the Tamworth Regional Gallery collections to visitors and the community.

Selection Criteria to be Addressed

Qualifications

Essential

- Demonstrated higher level First Nations knowledge and understanding of cultural collections
- Bachelor of History, Arts, Cultural Studies or equivalent experience relevant to the role
- Current Class C Driver's Licence

Desirable

- Post graduate qualification in the Arts, Museum Studies or Cultural Heritage.

Knowledge & Experience

Demonstrated capability or equivalent at a level of **2-3** years in the following areas:

- Demonstrated experience relevant to the role, especially First Nations experience
- Experience in the care, documentation, digitisation and promotion of cultural collections
- Understanding of the section's operating environment including experience working within museums and galleries
- Understanding of the needs of volunteers and museum and gallery audiences
- Using a range of communication skills in the workplace including delivering presentations
- Using corporate and specialised software programs
- Monitoring and maintaining a safe workplace
- Working effectively with others including volunteers

Key Result Area	Time	Key Activities
Finance	5%	<ul style="list-style-type: none"> ▪ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used ▪ Regularly review and track budget expenditure ▪ Develop cost, quantity and time estimates for activities
Strategy	25%	<ul style="list-style-type: none"> ▪ Manage the investigation, design and implementation of new and upgraded facilities in line with Operational Plans ▪ Contribute to continuous improvements involving internal systems of work ▪ Identify industry best practice and evaluate appropriateness for implementation ▪ Lead and implement departmental/divisional plans (e.g. asset management plans, renewal plans)
Customer/Stakeholder Employees are expected to convey a professional image of Council at all times	30%	<ul style="list-style-type: none"> ▪ Lead, investigate and respond to customer enquiries in a timely manner ▪ Monitor customer complaints and ensure issues are resolved in a timely manner ▪ Participate in customer and stakeholder forums and meetings. ▪ Conduct user survey as required to measure and monitor customer satisfaction

<p>Operations</p>	<p>40%</p>	<ul style="list-style-type: none"> ▪ Provide First Nations advice, guidance and information on Tamworth's cultural collections and the wider region. ▪ Perform digitisation of Tamworth's cultural collections to increase the quality and quantity of digitised online records ▪ Support the care, documentation, digitisation and effective management of Tamworth's cultural collections ▪ Develop strong relationships with volunteers in participating museums, archives and the Tamworth Regional Gallery ▪ Provide specialist digitisation and technical expertise to volunteers in relation to museum and gallery operations ▪ Deliver effective communication and interpersonal skills including sound conflict resolution, negotiation, facilitation and training skills ▪ Support the training of Tamworth's Cultural Collections' staff and volunteers in line with required digitisation standards outlined in M&GNSW's Crystal Clear: standards and guidelines for regional digitisation ▪ Implement effective time management and organisation skills to deliver the project in the required milestones and provide regular reports to the grant body's Project Control Group. ▪ Assist in the movement, display and storage of Tamworth Regional Gallery and Museum collections, including object handling and condition reporting in relation to current museum practices and policies ▪ Implement the digitisation of Tamworth's cultural collections to promote museums, archives and the Gallery, including the use of website and social media content. ▪ Participate in all identified training and development activities within agreed timescales ▪ Observe appropriate Tamworth Regional Council Policies and Procedures and the Regional Cultural Fund Digitisation Round's funding requirements regarding digitisation of collections.
<p>WHS, Environment and Quality All duties to be carried out in accordance with Council's IMS and appropriate legislative requirements</p>	<p>WHS, Environment and Quality is inherent across all roles at Council and therefore has no specific weighting</p>	<ul style="list-style-type: none"> ▪ Participate in site inductions, risk assessments and inspections as appropriate ▪ Carry out all activities in accordance with the Council IMS requirements