

Collection Accessioning & Facilities Officer

About the Job

The National Film and Sound Archive's (NFSA) Collection Stewardship Branch requires a non-ongoing Collections and Facilities Officer to assist in improving accessibility to, and control of the national collection. The work will involve assessing, examining and packaging collection material; creating and improving collection database records; and assisting in the management of the NFSA's storage facilities. The role requires someone with facilities and collection management experience, preferably within a museum, gallery or archive environment and an interest in the history and preservation of audio-visual material in Australia.

As the Collections and Facilities Officer at the NFSA, you will be responsible for undertaking a number of activities relating to accessioning and locating collection material. You will also be working with contractors and other staff to maintain and improve the security, environmental conditions and facilities within the NFSA's vaults located at Mitchell. Furthermore, you will be expected to provide regular recommendations and reports to senior staff regarding any problems or issues that emerge regarding the NFSA's Mitchell properties as well as liaising with the NFSA's Facilities team.

Challenges you will face in this position include: working with other branches, organisations and contractors to ensure positive outcomes; working independently with minimal supervision; developing and maintaining a knowledge of the NFSA's collection management database; dealing quickly and effectively with problems as they arise so as to minimise their impact on the NFSA's collection and other staff; and maintaining a calm and measured focus when dealing with issues where time is of the essence.

About the Team

The position is situated within the Collection Management section of the Collection Stewardship Branch located at Mitchell, Canberra. The Collection Management section consists of approximately 12 staff.

Whilst you will be working on a day to day basis in a small team, you will occasionally be required to commute to the main NFSA office in Acton and liaise with other NFSA staff from a variety of branches and sections there.

The position is full time 36.75 hours per week. Start and finish times are flexible.



Local Designation (Title)	Collection Accessioning & Facilities Officer
Classification	APS3
Salary	\$48,714 - \$54,493 pa (plus superannuation)
Location	Mitchell
Reference Number	89300
Division	Corporate & Collection Services
Branch	Collection Stewardship
Immediate Supervisor	Manager, Collection Management

Gazette Précis

Under direction, assist in the integration of collection management software into the work process of the Collection Management section. Improve the control and accessibility of the collection by examining, assessing and packaging collection material; assisting with stock takes; creating, reviewing and improving collection database records. Monitor and report on environmental conditions and physical plant and equipment operations. Liaise with relevant staff and external contractors on all matters dealing with the maintenance and upkeep of the Vaults.

Job Details

Undertake the following duties:

1. Examine and assess collection materials of all formats and enter intellectual and physical information describing them into the collection management database. Prepare and label collection materials for storage.
2. Assist with stock takes and locating missing or overdue items and update the Collection Management system as required.
3. Assist in the implementation of new collection management software and work with Collection Management staff and contractors to develop procedures, workflows and systems that will compliment such software.
4. Under general direction manage the day-to-day running of the NFSA's storage vaults and warehouses.
5. As required, prepare a variety of reports on relevant environmental and security conditions.
6. Liaise with external contractors and other NFSA staff as required to maintain and improve the NFSA's facilities at Mitchell.
7. Maintain and monitor the NFSA's vehicles and other items of equipment utilised at the Mitchell facilities.

Selection Criteria

In relation to the 'Job Details' listed above, concisely describe your skills, experience, and achievements against each of the following areas:

1. Demonstrated ability to: work effectively as a member of a team; undertake tasks with minimal supervision; and operate in a participative and consultative work environment.
2. Demonstrated written and oral communication skills, in particular the ability to liaise effectively with external contractors to ensure that the NFSA's collection remains secure while non-NFSA staff are on-site.
3. Experience with collection management software and a demonstrated knowledge of procedures required for the description, handling and management of audiovisual and printed collection materials in an archive, museum or library environment.
4. A developed understanding of: storage and environmental conditions required for collections of audio-visual material; building and plant maintenance related to archival storage; vehicle and general equipment maintenance requirements; and the practices and principles relating to Occupational Health and Safety and Workplace Diversity.

Security Clearance Requirements

This position requires a nil response Australian Federal Police (AFP) Criminal Record Check.

Assessment Process

The assessment process for this position will include:

- A written application.

The assessment process for this position may also include:

- An interview; and
- Referee checking.

Qualifications and Experience

A current "C" class driver's license is essential. Possession of a forklift ticket and/or light truck license, or willingness to obtain such qualifications, an advantage.

Experience working with collections in a museum, gallery or archive and/or a degree in a related field an advantage.