

Position Vacant 2018

Division: NTAQ North Queensland; Townsville based role
Job title: State Manager – Heritage Museums and Collections
Applications Open: 8 August 2018

National Trust of Australia Queensland (NTAQ) is a membership-based community organisation and registered charity that works to protect, conserve and celebrate the Environmental, Built and Cultural heritage of our State, affiliated with the Australian and international National Trusts. The NTAQ collection ranges from Currumbin Wildlife Sanctuary to James Cook Museum, at Cooktown and ten other properties across Queensland. Please refer to our website for more details: <https://www.nationaltrust.org.au/>.

As a member of the NTAQ State Management team, the focus of this Executive level role is to deliver the strategic outcomes of the NTAQ in terms of the management of heritage museum properties and heritage collections located across Queensland. This is a NTAQ representative role based in Townsville. The role will focus on management of the Museums portfolio across the state and will include the development of new systems to increase the profitability, visitor experience, collections and standards of heritage museum management.

Position details & duties

In line with NTAQ strategic outcomes, the role involves optimizing the reputation, profitability and financial sustainability of the NTAQ heritage museum portfolio. This will comprise direct management of the NTAQ Museums at Cooktown- James Cook; Atherton - Hou Wang; Townsville- Heritage Centre; Charters Towers - Zara Clark; Maryborough - Brennan and Geraghty's and Toowoomba - Royal Bulls Head Inn.

Key elements are considered to include line management of managers, staff and volunteers at museum based properties, planning and management of quality of visitor experience in terms of collection presentation and interpretation, acquisition and de-acquisition, cataloguing, restoration, care and display of the NTAQ heritage collection, security, health and safety, management of related capital investment projects and to facilitate positive community engagement by effective stakeholder relationships.

- You will report directly to the CEO and work as a key member of the NTAQ State Management team.
- Full time, salaried position, initial 2 year contract, with option of a further 3 years.
- Salary on offer will be disclosed upon application.
- Package to include reasonable relocation expenses plus negotiated rent subsidy at representative accommodation based at Townsville Heritage Centre.
- This role will require regular state wide travel and associated periods of temporary residence, with occasional national travel.
- Preferred start date for this role is as soon as possible.
- Non- smoker preferred.

Selection Criteria:

1. Has previous experience working within the museum and/or heritage industry or like industry at a senior management level.
2. Formal relevant academic qualifications of degree level or higher
3. Has a demonstrated interest in the built, cultural and environmental heritage of Australia
4. Has previously effectively managed work teams, with experience working with volunteers highly desirable
5. Has previously developed & managed effective museum collection management programs
6. Has ability to successfully manage capital improvement projects up to \$5 m.
7. Previous experience in managing professional advisors, trade and operational work teams and external contractors
8. Interest and capability to work in partnership with indigenous and other community interest groups
9. Capability to work in effectively with all three tiers of government

10. Effective and successful grant writing skills
11. Intermediate competency in Microsoft Office suite products including Excel
12. Experienced with delivering innovation and change management strategies
13. High level budgeting experience
14. Demonstrated commitment to optimizing visitor experiences
15. Highly independent work style always using collaborative decision making style
16. Highly developed time management and organizational skills – is deadline focused
17. Effective liaison, negotiation and contract development skills
18. Moderate level of physical fitness and good health

Application details

Your application should include your resume and a cover letter explaining how you meet the above Selection Criteria. Please apply via www.employment@cws.org.au.