

Assistant Collection Manager Queensland Museum Tropics

About you

The Assistant Collection Manager will manage and document maritime archaeology collections (such as HMS Pandora), the Langley Diving collection, an iconic North Queensland Aboriginal and Torres Strait Islander collection and social history material representing the region, to the highest possible standards in accordance with the strategic priorities of the Queensland Museum. This work will focus on documenting and accessioning significant material culture related to maritime, cultural, and social history collections.

Reporting Relationships

The Assistant Collection Manager reports to Senior Collection Manager, Cultures and Histories and works closely with curatorial staff at the Queensland Museum Tropics.

About the team

The Collections, Research and Exhibitions portfolio is responsible for collecting, preserving and sharing stories about Queensland's natural, cultural and geological heritage.

Our intelligent team of leading experts develop State Collection; support communities caring for Queensland's distributed heritage; deliver must-see exhibitions and popular publications; and contribute to the knowledge economy through ground-breaking research.

The Queensland Museum Tropics (QMT) is the northern-most site of QMN. Feature galleries celebrating the cultures, customs and environments unique to Queensland's northern tropics are complemented by a range of temporary and touring exhibitions and a vibrant program of events.

QMT is the hub of QM's maritime heritage program and custodian of more than 9,000 archaeological objects recovered from HMS Pandora, other notable wrecks and the Langley Diving Collection. Behind the scenes, QMT houses significant collections of marine invertebrates, including the largest research collection of reef building corals of the Great Barrier Reef and Staghorn corals of the world as well as objects significant to the Aboriginal and Torres Strait Islander peoples of northern Queensland.

ROLE DESCRIPTION



Role type

Temporary, 12 months
Flexible Full-time



Remuneration

PO2: \$76,123 - \$96,593 per annum,
plus leave loading and up to 12.75%
superannuation



Closing date

Tuesday, 19th of August 2025



Museum

Queensland Museum Tropics



Location

Townsville



Contact

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Job reference: QM651673

Portfolio: Collections, Research and Exhibitions

Team: Cultures & Histories

JEMS Review: TBC

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Position number: 32020

QM is continuing its reconciliation journey through an *Innovate* Reconciliation Action Plan.

Our Vision is to empower and elevate First Nations peoples, communities and cultures and we are committed to truth telling and delivering honest and inclusive reflections on history.

We acknowledge the First Peoples – the Traditional Custodians of the lands, waters and sky where we live and work. We honour their unbroken connection to Country, culture, and community. We pay respect to Elders past, present and future. We recognise our shared history and commit to embedding First Nations voices in Queensland's continuing story.

What we are looking for

Appointments in the public service are based on selecting the person best suited to the position. Your skills for this role will be assessed against the Assistant Collection Manager Leadership competencies for Queensland by looking at what you've undertaken previously and what knowledge, skills and learned experiences you can bring to the team and the role, including your personal qualities and your potential for development.

The ideal candidate will demonstrate the following competencies as they relate to the key responsibilities of the role:

Vision

- Prioritise projects and tasks efficiently, in line with team commitments
- Actively participate in the design of new solutions and new ways of working
- Demonstrate flexibility to changing expectations by proactively adapting own approach to reflect new requirements

Results

- Actively participate in team development opportunities, such as lessons learned conversations
- Communicate in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders
- Contribute to the development of team objectives and recognise own role in achieving results.

Accountability

- Demonstrate personal responsibility for the health, safety and wellbeing of self and others
- Actively seek feedback and modify your approach to enhance own effectiveness
- Uphold integrity through responsible management and use of processes and resources

Required skills and experience

A degree or post graduate qualifications in maritime archaeology, history or other closely related field (eg. Museum Studies, Cultural Studies) area of relevance and/or experience in a similar role in a museum or cultural institution is required.

What you will do

The Assistant Collection Manager will:

- Manage own work plan to meet brand, vision and strategic and operational objectives in the development of the Museum's Collections.
- Develop, research and document the State Historical Collection in accordance with professional standards, strategic themes and Program priorities. Contribute to the development, revision and implementation of collection policies and procedures.
- Deliver collection management services, including undertaking fieldwork and contributing to the overall management of the collection including physical objects and information associated with the collection.
- Assist with the provision of public access, including physical, intellectual, commercial and lending access, to the collection and related information resources for optimum benefit to the Museum.
- Contribute to the creation and maintenance of collection documentation, records and information databases. In particular develop and implement a collections management plan for the HMS Pandora object collection and legacy digital collection. Point four
- Assist with the provision of appropriate storage, display, handling and environmental conditions for Museum of Tropical Queensland collections to ensure their preservation in perpetuity.
- Develop and maintain relationships with other Queensland Museum staff, professional organisations and groups outside the Museum to ensure knowledge and sharing of information, initiatives, trends, technology in the collection management field.
- Respond to public and professional enquiries, participate in back-of-house tours, undertake exhibition-related activities and contribute to web-based products such as Collections Online.
- Assist in co-ordinating the delivery of collection management services by volunteers and external contractors.
- You will be an active member of the MTQ Disaster Preparedness team and will be able to respond to incidents out of hours
- Comply with QMN policies, procedures and appropriate legislation.
- Contribute to the safety culture of QMN by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all QMN WHS policies and/or procedures and guidelines relevant to the job.

How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current résumé, including two recent referees with a thorough knowledge of your work performance and conduct within the previous two years.
- A statement, of no more than two (2) pages, outlining your suitability for this role by addressing the Assessment Criteria in the context of the duties described in 'What you will do' section. Shortlisting and selection will be based on this statement.

Interested? Apply on-line through Smart Jobs and Careers website (www.smartjobs.qld.gov.au). You will receive a system-generated acknowledgement.

If you are unable to apply online please contact CAA Recruitment Services on (07) 3003 2361 to enquire about alternative arrangements.

About us

Queensland Museum (QM) is the custodian of the State Collection: a magnificent assemblage of 15.2 million cultural objects, natural history specimens and geological treasures documenting Queensland's story – past, present, and future.

One of Queensland's oldest institutions, QM connects with communities through a dynamic, state-wide network that includes four award-winning museums; a state-of-the-art collections and research centre; education loans program; virtual museum online; best-selling publications; a museums and cultural heritage development program and major events such as World Science Festival Brisbane.

You may wish to access further information regarding QM on our website, which is located at museum.qld.gov.au.

Our values

At QM, we care for our collection, our community, and our people:

- **Curious:** We investigate to understand and make meaning. We share knowledge to shape a positive future for our world
- **Authentic:** We tell stories that create genuine connections and reflect our communities
- **Respectful:** We celebrate the diversity of peoples and perspectives and act with integrity and truth
- **Enterprising:** We act boldly, seize opportunity, and find creative solutions for challenges together

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Additional information

- Intra-state travel may be required from time to time.
- Probationary periods apply to successful candidates external to the public sector.
- Occasional work outside normal working hours, including weekends, may be required from time to time.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Your application for this role will remain current for 12 months and may be considered for recurring vacancies which may be at an alternative location or alternative employment basis (full-time or part-time).

Pre-employment checks

Appointment is subject to the following pre-employment checks and disclosures:

- **Employment screening:** criminal history, and previous discipline history check will be undertaken.
- **Employment eligibility:** to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify Queensland Museum if your right to work in Australia ceases.
- **Employment as a lobbyist:** newly appointed employees to the Queensland public sector must disclose within one month of starting duty any previous employment as a lobbyist within the last two years.

Why work with us?

We are invested in our people: we know that they are key to achieving our vision for Queensland. We are committed to creating a thriving and inclusive workplace, where people are respected, have the opportunity to fulfil their potential, and deliver the best possible outcomes. We achieve this by creating a diverse workforce and by living our values, which enable us to harness our strengths and deliver better outcomes for Queensland.