The Ian Potter Museum of Art

Student/Volunteer Position Guide

Position Title: Collection Management – database entry of new acquisitions

Supervisor: Svetlana Matovski, Collections Officer
Helen Arnoldi, Cultural Collections Projects Coordinator

Position Goal: The primary goal of this position will be to enter the catalogue information and photographs of a recent donation of indigenous stone tools and artefacts onto the database. The project will provide experience in cataloguing, photographic documentation, and training in the use of our CMS database EMu (Electronic Museum) and will serve to enhance and expand the collection catalogue.

Background: The Ian Potter Museum of Art houses the University of Melbourne Art Collection. The collection is rich and varied and has major holdings of Australian art in all media from the early nineteenth century to the present, as well as holdings of European art, International indigenous art and classics and archaeology. Numbering over 14,000 works, these diverse holdings form the largest university art collection in Australia. The diversity of the University Art Collection allows for constant interpretation. It forms a great resource for the University and its academic programs, as well as for the general public through regularly changing displays and exhibitions.

For more information on the art collections go to http://www.art-museum.unimelb.edu.au/

Responsibilities: Under direction from the Collections Officer, this project will involve working with a unique collection of indigenous artefacts, primarily small stone tools and rocks. The student/volunteer will then be required to enter the catalogue details and photographs of each item on the museums database – EMu. An introduction and training session on the database will be conducted and the volunteers must be adept and efficient at this process before commencing with the data entry of the collection.

Qualifications: A basic understanding of collection management principles specific to the documentation of museum objects (progress towards the completion of a degree in Curatorial/Museum Studies and/or previous volunteer experience with an Archive, Museum or Historical Society is desirable).

Knowledge of the correct procedures for the safe handling of objects is required as this position requires the handling and close inspection of indigenous artefacts.

A knowledge of and interest in Indigenous Australian artefacts would be beneficial.
A methodical, prudent approach with a keen eye for detail is required.

Ability to work independently and in consultation with a small team.

Training and Supervision:  
On-the-job training specific to the task of this position will be provided.

Occasional meetings with the Cultural Collections Projects Coordinator to review how the project is progressing and discuss any ideas or problems encountered.

Benefits:  
Opportunity to work at close hand with one of the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through experience gained in collection management procedures and practice. This project will provide experience in cataloguing, photographic documentation, and training in the use of the CMS database *EMu*.

Satisfaction in working closely with the largest university art collection in the nation. The application of collection management principles to the University's cultural collections is necessary to enhance our long term understanding, management and appreciation of the collections.

For more information on this position please contact:  
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