### Position Title:
Collection Management Assistant – digitisation project, comparative anatomy skulls

### Supervisor:
- Dr. Rita Hardiman, Senior Lecturer, Melbourne Dental School
- Dr. Lauren Salo, Lecturer, School of BioSciences
- Dr. Michiko Mirams, School of BioSciences
- Mr. Brendan Kehoe, Department of Veterinary Sciences
- Ms. Trish Koh, School of BioSciences

### Position Goal:
The primary goal of this position will be to assist in the prioritising, packaging, transporting and digitising of comparative anatomy skulls from the collections in Veterinary Sciences, Biomedical Sciences and the Melbourne Dental School. The digitisation of these collection materials will facilitate their availability for object-based learning engagement with students and contribute to their accessibility, long-term management and interpretation.

### Background:
This project was developed by three departments/schools at the University of Melbourne to improve the object-based learning and engagement opportunities for students with the comparative anatomy specimens of the schools/departments. Due to their rarity, fragility and inaccessibility, the original skulls are not suitable for learning and teaching activities. Authentic skulls have traditionally been used in learning and teaching activities in the three schools listed, but this is becoming difficult due to increased student numbers and important factors limiting the acquisition of skulls (including ethical considerations and wildlife conservation). The advent of accessible and effective 3D scanning and printing technologies will enable the continued presence of skulls for object-based learning, while preserving and conserving the collections for the future.

### Responsibilities:
Working in consultation with collections staff the volunteers/students will have the opportunity to assist in the selection of the skulls to be prioritised for digitisation eg. those that are the most vulnerable, rare etc. will be selected first. The subsequent packaging and transportation of these selected skulls will be the main responsibility in this project. If interested, the volunteers/students will also have to opportunity to take part in the digitisation process assisting with areas such as surface scanning and other related duties where a specialised radiation licence is not required in preparation for 3D printing. In some instances, some basic cleaning and conservation of the skulls may also be necessary before they can be digitised.

### Qualifications:
A basic understanding of collection management principles specific to the documentation of museum objects (progress towards the completion of a degree in Art Curatorship/Conservation/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 these fragile specimens.
A methodical, prudent approach with a keen eye for detail is required.

An interest in comparative anatomy collections would be ideal.

**Training and Supervision:**

On the job training specific to the requirements of the position will be given. Occasional meetings with the Museum and 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 the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through experience gained in collection management procedures and practice. An introduction to the area of comparative anatomy and also the processes involved in the scanning of these collection items.

Satisfaction in working closely with the comparative anatomy specimens across several University collections and seeing them digitised so that they may be better utilised and improve the object-based learning and engagement opportunities offered to students. 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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