Special Collections and Grainger Museum
Student/Volunteer Position Guide

Position Title: Special Collections and Grainger Museum blogger/s (two positions)

Supervisor:
Kerrianne Stone, Curator, Baillieu Library Print Collection
Helen Arnoldi, Museums and Collections Projects Coordinator

Position Goal:
The goal of this position will be to write a series of blog posts that will be uploaded onto the Special Collections and Grainger Museum blog. These blog posts will showcase and promote the collections and associated activities to a wider internal and external audience.

Background:
Special Collections is the collective name given to the three University Library cultural collections and comprise of Rare Books, Prints and Rare Music. The Grainger Museum, which also comes under the Library’s umbrella, is the only purpose-built autobiographical museum in Australia—is home to a wonderful collection of art, photographs, costumes, music scores and instruments acquired by Percy Grainger, an icon of twentieth century Australian musical culture.

The Special Collections and Grainger Museum blog showcases the latest news, research, events and highlights of these rich collections and it contributors are collection managers, curators, conservators and student volunteers.

See http://blogs.unimelb.edu.au/librarycollections/#Library%20Collections

Responsibilities:
Working in consultation with the collection managers of the Baillieu Library Print Collection, the Rare Books Collection, Rare Music Collection and the Grainger Museum the students/volunteers will be required to write a series of agreed on blog posts. The length of the posts will vary and may be both short news items (approximately 200 words) and longer, more in-depth studies of key objects in the collections (800 words). After editing and approval by the relevant collection manager, the text and images will be uploaded into the WordPress blog. The students/volunteers may also be involved in organising the digitisation of objects so that images can accompany the posts. It is envisioned that some posts will be made live and others will be held in reserve to be published to a devised schedule. While bloggers will be required to consult with collection managers on specific themes for the posts, they will also be encouraged to seek out further topics and opportunities for the blog, such as interviews with peers and other relevant stakeholders.

Qualifications:
The student/s will ideally have a basic understanding of museums and cultural collections (progress towards the completion of a degree in Art Curatorship, Art and Cultural Management/ Art History/ History/ Music/ Conservation or Literature would be ideal).

Ideally the student/volunteer will have an interest in social media particularly as it relates to the visual arts, cultural collections and museums.

The student/volunteer will need to have sound research skills and be competent in use of the library and its catalogues.
Sound communication skills are needed for the writing of text for the blog and for liaison with collections staff.

The ability to work independently and as part of a small team is essential. A methodical, innovative approach with a keen eye for detail is also required.

**Training and Supervision:**

On-the-job training specific to the requirements of the position will be given.

Occasional meetings with the Museums 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 some of the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through the application of research and social media skills via the creation of content for the Special Collections and Grainger Museum blog.

Good public exposure of the Collections blog which will be seen by students, staff, academics and the wider community.

Satisfaction in working closely with Special Collections and the Grainger Museum and assisting in the expansion of audiences for its rich collections while highlighting their outstanding collections. The nurturing of new audiences will help enhance long-term understanding, management, access to and appreciation of the University’s cultural collections.

For more information on this position please contact:
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