



Position Description

Position Title:	Local History Officer
Position No:	3312
Position classification:	Level 4
Status:	Permanent Part Time
Position revised on:	21/08/2026
Directorate:	Community Development
Business unit:	Cultural Services
Service area:	Museums and Local History
Location:	City of Melville – Yagan Mia Wireless Hill Museum
Reports to:	Museum Curator & Creative Lead
Reporting line:	Nil

Primary Purpose

Facilitate access to the Museum and Local History collections as the primary point of contact for customer enquiries and research services. The Local History Officer supports collection management, preservation, and interpretation to engage the community and improve discoverability of the City of Melville's local history resources.

Structure



Principal Accountabilities

Museum & Local History Operations

- Deliver frontline customer service by providing access to the physical and digital Museum and Local History collections and acting as a key point of contact for the community.
- Respond to local history enquiries from internal and external stakeholders, undertaking research, sharing resources and advising on access, reproduction, permissions and appropriate use of collection material
- Oversee materials and equipment in the local history office, including the reference library, archives, and digital technology
- Support Museum and Local History operations at Yagan Mia Wireless Hill

Programming, Access & Engagement

- Contribute to the development, delivery and evaluation of Museum and Local History programming that preserves, interprets and showcases Melville's cultural heritage
- Support marketing and communications activities to promote awareness of the local history service and engage the community
- Maintain relationships with key internal and external stakeholders, community groups and local history networks, supporting inclusive access, community consultation and representation of the local history service in the broader community
- Apply appropriate cultural protocols when working with Aboriginal cultural material, local Noongar histories, community knowledge and culturally sensitive collection material

Collection Management

- Support collection development initiatives, including investigating opportunities to acquire relevant material and assessing potential donations against collection priorities, significance, and long-term care requirements
- Maintain accurate, discoverable and standards-based collection records in the collection management system, including accessioning, cataloguing, metadata, location information, digital assets and data quality
- Contribute to collection management activities including digitisation, storage, conservation, condition documentation, and disaster preparedness

Position Specifics

Essential Requirements

- Qualification in Arts, Cultural Heritage, Museum or Library Studies or related field, or equivalent relevant experience
- Demonstrated experience working in local history research services or equivalent
- Demonstrated technology skills and a high level of digital literacy
- Experience in the administration, documentation and cataloguing of archives and cultural heritage material

- Knowledge of preservation and handling requirements for archives and cultural heritage material
- Knowledge of copyright, privacy, permissions and ethical issues relevant to archives, photographs, oral histories, digital collections and local history research
- Demonstrated experience working in a customer service environment: sound interpersonal, verbal, and written communication skills and the ability to interact effectively with a wide range of individuals and organisations
- Ability to work independently, carrying out allocated tasks with minimum supervision, and as part of a team

Desirable Requirements

- Experience with the development and delivery of exhibitions, displays and events
- Experience with writing in a cultural, museum or heritage environment
- Understanding of appropriate cultural protocols for First Nations cultural material, local histories and culturally sensitive collection material
- Current 'C' Class Driver's Licence

Other

- Under the general guidance of the Museum Curator and Creative Lead, make discretionary decisions that can be substantiated within operational guidelines, standards, procedures and relevant legislation to effectively resolve customer issues and service needs
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment and Quality culture and associated policies and procedures