

Position Application Pack

Position title: Deputy Registrar

Position contact officer:

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Manager, Registration

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If you are deaf, hearing or speech impaired,
you can contact us through the National Relay Service,
TTY call 133 677, Speak and Listen 1300 555 727.

Position Description: Deputy Registrar

Who are we

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world.

A snapshot of the Museum



\$70M
annual operating
budget



275
employees



250K+
items in the
collection



650K+
visitors onsite
each year



4M+
national and global
visitors to our touring
exhibitions to-date



5M+
visitors online
each year



7M+
visitor engagements
each year

Our vision and mission

- The Museum inspires, challenges and empowers people to find their voice and place in the world.
- We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after.
- We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia.

- We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future.
- We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation.
- We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community.
- The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events.

For more information, visit the [website](#).

Our employee commitment

We are dedicated to cultivating a workplace environment where every individual feels valued, connected and empowered to contribute to our collective purpose. Our commitment is to foster a workplace culture that embodies diversity, equity and inclusion. This commitment extends to implementing equitable recruitment practices and making reasonable adjustments to accommodate diverse needs. By embracing the unique perspectives and experiences of every individual, we enrich our organisation and better serve our audiences and communities.

The Museum offers employees a rewarding and purpose-driven experience. We provide meaningful work, diverse learning opportunities, an inclusive community, flexible arrangements and competitive conditions to support our employees in thriving personally and professionally while making a positive impact on Australia's future.

Position:	Deputy Registrar
APS Classification:	APS6
Employment Type:	Ongoing
Division:	Collection and Curatorial
Business Unit:	Registration and Conservation
Reports to:	Manager, Registration
Direct Reports:	Up to 2
Location:	Mitchell and Acton, ACT
Security Clearance:	National police check

Division purpose

The Collection and Curatorial Division is the heart of the Museum's museological expertise, encompassing the essential functions of collection, curation, conservation and exhibition. This Division oversees the development, preservation, storage and display of the Museum's collections, archives and records. It drives the Museum's intellectual and creative direction by curating narratives that reflect Australia's rich and diverse heritage.

As stewards of the Museum's extensive collections, the Division is dedicated to fostering access and lifelong engagement through innovative programs and exhibitions. By shaping compelling stories and ensuring the meticulous care of our holdings, the Collection and Curatorial Division enriches the cultural landscape and upholds the Museum's commitment to excellence in museology. The division comprises approximately 96 staff, reflecting its broad scope of expertise.

Business unit purpose

The Registration and Conservation business unit plays a vital role in protecting, preserving and managing the Museum's extensive collections, ensuring their long-term durability, accessibility and integrity. As part of the Collection and Curatorial Division, the unit contributes to the Museum's museological expertise, overseeing the development, care and management of collections across multiple disciplines, including registration, conservation, digitisation and photography, and librarianship through management of the Museum's Research Library.

The Registration and Conservation business unit encompasses several key streams of activity – registration, storage projects, documentation, collection access, photography and research library, all working collaboratively to uphold good practice in collection management. The team ensures the physical and intellectual integrity of the Museum's objects and applies evidence-based risk management strategies to ensure the best outcome for collections and holdings.

Through a multidisciplinary approach, the unit plays a key role in enhancing public access, interpretation and engagement, ensuring that collections remain preserved yet accessible for exhibitions, research, education and storytelling. By employing innovative conservation methods, it safeguards cultural heritage while supporting the Museum's mission to share Australia's diverse history with national and international audiences.

Role purpose

The Museum has an exciting opportunity for a highly motivated individual looking to exercise their collection management experience in a busy and diverse museum environment. This position plays a key role in project management and coordination across the Museum's registration and conservation functions including, but not limited to, gallery and collection storage redevelopments, major static and touring exhibitions, and a range of efficiency and modernisation projects.

The Deputy Registrar role sits within the Registration team, directly managing a small team of registrars, and coordinating a range of diverse projects to ensure effective delivery of collection services and priority projects. The responsibilities of this role vary in scope, scale, duration, and complexity and can include coordinating collection display, installations, deinstallations, collection logistics, storage management and improvements, collection relocations, object packing and crating, domestic and international loans, documentation, and collection auditing.

Key accountabilities

The successful candidate will have excellent project management, planning, coordination and team leadership skills and demonstrated experience applying these skills within a busy museum or equivalent environment. Knowledge and experience in collection management principles and contemporary practice, as well as legislative and regulatory requirements, is essential to be effective in this role.

They will enjoy working collaboratively with others, have demonstrated experience coordinating concurrent activities, and can effectively liaise with a range of internal and external stakeholders. They will have a pragmatic approach to collaborative problem solving and can prioritise their work and the work of their team to deliver quality outcomes and meet deadlines across multiple programs.

The successful candidate will be an adaptive leader who can apply a variety of communication and leadership approaches to suit changing circumstances and environments. They have demonstrated their skills fostering positive morale and workplace attitudes in a diverse working environment, particularly during times of ambiguity, deadline pressures and shifting priorities. They understand the importance of actively and purposefully developing their team and how to bring about improvements in knowledge and practice across the business unit and wider organisation.

They apply well developed analytical skills to identify and resolve key issues, requirements and risks. The successful candidate will bring an outward and strategic thinking approach and actively seek opportunities to improve services and practices with a view to progress in work health and safety, business efficiency, and modernisation.

They will bring a strong customer service focus to the role, ensuring that a positive stakeholder experience is central to all activities and programs. They have effective communication skills and can demonstrate their capacity to influence outcomes while fostering productive working relationships. They are confident speaking with professionals, contractors and staff of all levels and can navigate and resolve conflicts that result in the best outcomes for the organisation.

Skills, experience and qualifications

Essential:

- Demonstrated understanding and practical application of principles, standards and regulatory requirements for collection management within a museum or equivalent environment.
- Experience in the operational aspects of a museum registration section including museum object documentation; object loans; incoming acquisitions; collection transport, storage, packing and logistics; exhibition preparation and installation; safe object handling; and the use of collection management systems.
- Demonstrated effective leadership skills and staff management experience with a capacity to coordinate established work programs, functions, or activities.
- Well-developed analytical skills, including the ability to innovate and problem solve, and the capacity to apply these in a museum or equivalent environment.
- Well-developed communication, interpersonal and stakeholder engagement skills, including the ability to present accurate and clear information.
- Relevant project management or coordination experience and proven capacity to deliver project, work program or activity outcomes, and to manage resources in an environment with shifting priorities.

- Knowledge and understanding of Workplace Health and Safety, risks and hazards in a museum environment and demonstrated ability to apply this to risk assessment and management practice.
- Current drivers licence.

Desirable:

- Forklift licence or a willingness to obtain.
- Elevated Work Platform competency or a willingness to undertake required training.

Mandatory core capabilities

Positions at the Museums are assessed in accordance with the Australian Public Service (APS) evaluation framework. The occupant of this position is expected to demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects and standards described by the:

- [Work Level Standards](#)
- [Integrated Leadership System Capabilities](#)
- [APS Values and Code of Conduct](#)
- [APS Legislative Framework](#)

The Museum also expects all employees to display professional capabilities, as relevant to their position and classification, in accordance with our Workplace Values:

Leadership

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

Collaboration and connection

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

Courage and innovation

Be bold and decisive, embrace challenges and opportunities, and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

Agility and resilience

Embrace and respond to change as a normal part of our working environment.

Respect and integrity

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for two referees.

Applications close 11:59pm Sunday 20 September 2026.

Visit <http://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.