

## Position application pack

Position title: EL1 Manager, Community Access  
and Collections

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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: Manager, Community Access & Collections

### Who we are

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.

We are located on Ngunnawal/Ngambri Country, and we recognise the Traditional Custodians of the land. We pay our respects to Elders past and present, and to those who continue to care for Country.

### 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.

|                            |                                         |
|----------------------------|-----------------------------------------|
| <b>Position:</b>           | Manager, Community Access & Collections |
| <b>APS classification:</b> | EL1                                     |
| <b>Employment type:</b>    | Ongoing - Affirmative Measures          |
| <b>Division:</b>           | First Nations                           |
| <b>Business unit:</b>      | Outreach                                |
| <b>Reports to:</b>         | Head, First Nations                     |
| <b>Direct reports:</b>     | 2                                       |
| <b>Location:</b>           | Acton & Mitchell ACT                    |
| <b>Security clearance:</b> | National police check                   |

## Division purpose

The First Nations Division is key to the evolving future of the Museum. The Division has strategic responsibility for engaging broadly and deeply with First Nations people to elevate and amplify cultural perspectives, ideas and voices across all Museum work. The Division takes a futures-orientation to cultural work, advancing First Nations cultural aspirations in museums on a national and global scale. The Division leads the Museum's commitment to the cultural rights of First Nations peoples, guided by the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and Indigenous Cultural and Intellectual Property (ICIP) framework.

## Business unit purpose

Key responsibilities of the First Nations business unit include:

- the care and repatriation of First Nations cultural material, Ancestral Remains and Secret/Sacred/Ceremonial and Restricted material;
- facilitating culturally appropriate community access, research and engagement with the Museum's First Nations collections; and
- working in close partnership with First Nations communities, Traditional Owners, elders and their representative organisations to support strategic activities across the Museum, including cultural diplomacy initiatives, exhibitions, digital products, public and education programs, research and collections projects.

Operating with care, integrity and cultural leadership, the team contributes to policy development, cross-institutional engagement, and sectoral capacity-building to strengthen the Museum's role as a trusted custodian and collaborator.

## Role purpose

The Museum has an exciting opportunity for a motivated First Nations professional as the Manager, Community Access & Collections. The role leads a small team in the facilitation of First Nations community access to and research on First Nations material held in the Museum's collections. In collaboration with the Manager Special Holdings and the Collection & Curatorial teams, working in partnership with First Nations Communities, Traditional Owners, Elders, and their representative organisations, the role facilitates collection access, research and engagement in accordance with policy and cultural requirements.

The Manager, Community Access & Collections operates within a shared accountability model across the First Nations Division and Collection & Curatorial Division. The role will work alongside the Senior Curator (First Nations) to bring complementary expertise to the care of and engagement with First Nations collections.

This position requires deep knowledge and understanding of First Nations cultural practices along with strong leadership, strategic thinking, commitment to collaboration and experience in community engagement.

The Museum will provide a work mobile phone to facilitate community engagement.

## Key accountabilities

- Provide strategic leadership, guidance and mentorship to staff within the First Nations business unit, fostering a culturally safe culture of excellence, collaboration and continuous professional development.
- Lead a team in the facilitation of community collections access visits, and necessary research for First Nations material held in the Museum's collections, in line with policy and cultural requirements.
- Initiate and sustain collaborative relationships with First Nations Communities, Traditional Owners, Elders, and their representative organisations.
- Work closely with the Collection & Curatorial teams, and the Manager Special Holdings in the management and care of First Nations materials, to ensure accurate records, consistent workflows, and culturally informed practices.
- Lead development of culturally appropriate collection care, management and access guidelines, including cultural custodianship frameworks, policies and procedural guidance that supports respectful engagement with First Nations people and communities.
- Work closely with the Manager of Strategic Projects and teams across the Museum to manage a range of collections-focussed community projects and programs.
- Manage contracts, budgets, logistics, risk management and reporting related to First Nations Collections and Access activities.
- Support the Head of First Nations in the development and delivery of work plans, budgets, business planning and reports.
- Represent the Museum in senior-level professional forums and partnerships, building networks of influence.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

## Skills, experience and qualifications

### Essential:

- Demonstrated experience in building, leading and supporting a team in the care of First Nations material and working collaboratively with other teams to facilitate community engagement.
- Excellent communication and interpersonal skills, and a proven ability to build and sustain strong relationships with a range of stakeholders, including diverse First Nations communities.
- Demonstrated experience caring for and providing advice on First Nations collections and culturally appropriate handling, documentation and access conditions, and contributing this knowledge to policy development, contemporary conversation and research in the cultural sector.
- Deep knowledge of and connection to First Nations communities, cultures and protocols, with a commitment to culturally informed and inclusive practice.

- High level project management skills and demonstrated experience in management of budgets, contracts, reporting and risk, especially related to First Nations Collections and Access activities.

### Desirable:

- Qualifications in Indigenous studies, anthropology, heritage, collections management or a related discipline.
- Experience working in a museum, gallery or archival setting.
- Familiarity with relevant legislation, policy and international repatriation protocols.

## Mandatory core capabilities

Positions at the Museum are assessed in accordance with the Australian Public Service Commission Role 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.

## Working at the Museum as a First Nations person

Your knowledge, lived experience and perspectives are valued at the National Museum of Australia. The Museum is committed to creating a culturally safe and supportive workplace where First Nations staff can

contribute meaningfully. The Museum is committed to supporting First Nations staff through mentoring and development opportunities. The Museum also recognises the importance of family, community and cultural responsibilities, and aims to support flexible working arrangements and cultural obligations where possible.

## Eligibility

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

- be an Australian citizen
- undergo 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
- hold or be able to obtain a Working with Vulnerable People registration.

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.

This position is open to Australian First Nations people only in accordance with 'The Affirmative Measure – Aboriginal and Torres Strait Islander employment provision' set out in Section 26 of the *Australian Public Service Commissioner's Directions 2016* and is within the meaning of Special Measures under subsection 8(1) of the *Racial Discrimination Act 1975*.

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 Museum 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 one-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 2 referees.**

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

**Applications close 11:59pm, Wednesday 15 July 2026.**

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.