

Position Application Pack

Position title: Manager, Preventive Conservation

Position contact officer:

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Head, Registration and Conservation

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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, Preventive Conservation

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:	Manager, Preventive Conservation
APS Classification:	EL1
Employment Type:	Ongoing
Division:	Collection and Curatorial
Business Unit:	Registration and Conservation
Reports to:	Head, Registration and Conservation
Direct Reports:	Currently 1
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, this unit contributes to the Museum's museological expertise, overseeing the development, care and engagement with collections across multiple disciplines, including curatorial, research, registration, conservation, exhibitions, digitisation and photography. The business unit comprises over 40 positions.

The Registration and Conservation business unit encompasses two primary streams, registration and conservation, which work collaboratively to uphold good practice in collection management, conservation, storage and strategic planning. The team ensures the physical and intellectual integrity of the Museum's holdings, applying evidence-based risk management strategies, conservation science and preventive measures.

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 Manager, Preventive Conservation leads the development and implementation of strategic preventive conservation, hazard management and conservation science programs to ensure the long-term preservation and integrity of the Museum's collections. This role is responsible for driving high-quality risk management, environmental monitoring, and Integrated Pest Management strategies across multiple sites.

As a senior leader within the Registration and Conservation Business Unit, the Manager provides expert technical advice and leadership to multi-disciplinary teams, working collaboratively with conservation, curatorial, exhibition, registration and public programs staff. The role plays a key part in developing risk mitigation strategies, disaster preparedness plans, and sustainable conservation initiatives that align with the Museum's broader strategic objectives.

Reporting to the Head of Registration and Conservation, the Manager ensures compliance with conservation best practices, Australian and international heritage standards, and APS integrity requirements. The role also develops policies and frameworks, builds workforce capability, and promotes cross-team collaboration to enhance conservation outcomes.

Key accountabilities

- Build on existing and implement long-term preventive conservation strategies to mitigate environmental, physical, and chemical risks to collections.
- Lead conservation science programs, ensuring evidence-based decision-making and continuous improvement in collection care practices.
- Contribute to strategic planning within the Registration and Conservation Business Unit, ensuring alignment with the Museum's vision and broader APS policy frameworks.
- Analyse trends and risks, identifying emerging challenges and recommending proactive measures.
- Oversee environmental monitoring and Integrated Pest Management, to ensure optimal storage and exhibition conditions for diverse collections.
- Implement strategies to mitigate risk to collections and staff including disaster preparedness, incident response and recovery planning and hazardous material management.
- Monitor conservation compliance, ensuring adherence to legislative, ethical, and regulatory frameworks for cultural heritage preservation.
- Drive innovation in preventive conservation methodologies, leveraging data and technology for enhanced decision-making.
- Lead and mentor other Museum professionals, fostering a high-performance culture focused on collaboration, professional development and knowledge-sharing.
- Engage with internal and external stakeholders, including curators, registrars, facilities managers and international conservation bodies, to foster a culture of continuous improvement.
- Champion ethical and sustainable conservation practices, ensuring the Museum upholds the highest standards of cultural materials management.
- Demonstrate resilience and adaptability, responding effectively to conservation challenges and balancing competing priorities.
- Provide expert conservation advice to Museum executives, curatorial teams and external partners, translating technical conservation principles into actionable strategies.
- Prepare high-quality reports, briefings, and policies on conservation risks, collection management, and regulatory compliance.

Skills, experience and qualifications

Essential:

- Tertiary qualifications in cultural materials conservation, or a related discipline, combined with extensive professional experience.
- Demonstrated expertise in preventive conservation and/or hazard management for museum collections.
- Proven experience in staff management and team leadership, fostering collaboration and capability-building.
- Well-developed analytical skills with proven experience initiating, planning, controlling, scheduling and executing programs, activities, projects and strategies.
- High-level communication and stakeholder engagement skills, including the ability to provide expert advice to senior leaders.
- Well-developed technical knowledge of risks and hazards associated with collections and proven experience in applying effective risk assessment, management practice and strategies.

Desirable:

- Knowledge of international conservation standards, including ICCROM, AICCM and UNESCO heritage frameworks.
- Familiarity with emerging technologies and scientific advancements in preventive conservation and collection care.

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

To apply for this position, applicants must include a one-page pitch (up to 750 words) **addressing their suitability for the role against the essential and desirable skills, experience and qualifications**. Applicants must also provide a current CV and contact details for referees.

Applications close 11:59pm Wednesday 19 March 2025.

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.