

Position application pack

Position title: Rights and Permissions Coordinator

Contact officer: Lauren Curless, Manager, Collection Systems and Data
email: lauren.curless@nma.gov.au, phone: 02 6208 5015

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: APS Level 6 - Rights and Permissions Coordinator

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.

A snapshot of the Museum



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:	Rights and Permissions Coordinator
APS classification:	APS Level 6
Employment type:	Non-ongoing, Full time
Division:	Collection and Curatorial
Business unit:	Collection Engagement
Reports to:	Manager, Collection Systems and Data
Direct reports:	2
Location:	Canberra, ACT
Security clearance:	National police check

Division purpose

The Collection and Curatorial Division is the heart of our museological expertise, encompassing the essential functions of collection, curation, conservation, and exhibition. This Division oversees the development, preservation 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.

Business unit purpose

The Digitisation and Systems business unit is a vital component of the Collection and Curatorial Division, dedicated to enhancing the accessibility, integrity, and digital stewardship of the Museum's vast collections. This unit is responsible for managing and preserving the Museum's digital and physical assets, ensuring that they are properly catalogued, digitised and maintained for future generations. Through innovative use of technology and rigorous adherence to intellectual property rights, the unit fosters greater public access and engagement with the Museum's collections. By overseeing the integration of digital preservation, copyright management and the development of advanced collection systems, the Collection Engagement unit plays a crucial role in bringing the Museum's diverse narratives to life, ensuring they are accessible to audiences both onsite and online.

Role purpose

The Museum has an exciting opportunity for a professional to join the agency to lead a small Rights and Permissions team within the Collection Engagement business unit that has primary responsibility for providing copyright and licensing services. This includes assisting with the delivery of exhibitions, publications, programs, marketing, web, and social media activities by obtaining appropriate clearances and consent and ensuring intellectual property rights (including copyright and moral rights), cultural rights and privacy are managed in line with Museum policies. This includes the (First Nations Cultural Rights and Engagement, Intellectual Property and Privacy policies and relevant Commonwealth legislation (Copyright Act 1968, Privacy Act 1988, and associated regulations).

The Rights and Permissions team also researches and sources external media assets for Museum projects and manages requests from external parties to license Museum material for use in Australia and internationally.

This role provides professional advice and guidance across the Museum about copyright and intellectual property as it relates to Museum collections and associated work and activities. This includes licensing advice about Creative Commons applications for Collection Explorer.

An opportunity exists for the occupant to develop a framework that encompasses policies, procedures, education material and current and potential commercial activities and to establish systems that maximise public and internal access to imagery and digital collections.

What will the successful candidate bring to the role?

The successful candidate will have extensive experience and knowledge of intellectual property and copyright legislation, principles, practices, and processes, preferably as it relates to collecting institutions and First Nations cultural materials. Strong stakeholder and client liaison skills are essential, along with demonstrated experience and understanding of First Nations cultures. The successful candidate will be expected to work extensively with Aboriginal and Torres Strait Islander communities and ensure copyright is managed in a culturally appropriate and sensitive manner.

A strategic and creative thinker, the occupant of this role will be able to identify commercial opportunities and establish programs and services within the copyright area, in line with Museum priorities.

The occupant of this position will have demonstrated experience managing small teams, planning, and managing resources and establishing priorities to achieve objectives. They will work collaboratively with Museum stakeholders and be responsive to client needs.

Selection criteria

1. Thorough and current knowledge and a working understanding of copyright legislation, principles, and practices.
2. Demonstrated project and resource management experience to deliver quality outcomes.
3. Experience managing, coaching, and leading a small team.
4. Demonstrated experience building and sustaining strong relationships with stakeholders and clients, internal and external.
5. Demonstrated ability to undertake research and think strategically to develop programs and services and identify commercial opportunities.

Skills, experience, and qualifications

Essential:

- Extensive experience and knowledge of intellectual property and copyright legislation, principles, practices, and processes
- Strong stakeholder and client liaison skills
- Demonstrated experience and understanding of First Nations cultures.
- Demonstrated experience managing small teams
- Strong time management skills with the ability to manage competing priorities

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.

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.

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

Applications close 11.59pm Sunday 22 December 2024

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.