ARMIDALE Regional Council



Careers

Museum Assistant

Job No: JR347	**Employment Status:** Part time
Location: Armidale	**Closing Date:** 22 November 2026

Bring Local History to Life

Do you enjoy history, heritage and connecting with people? Join the team at the Armidale Folk Museum and help share the stories of our region through the Armidale Heritage Museum.

This rewarding role provides an opportunity to work with a unique collection of historical objects, photographs, archives and local stories. As a Museum Assistant, you will be the welcoming face of the museum, ensuring visitors enjoy an engaging and informative experience. You'll assist with opening and closing the museum, responding to visitor enquiries, supporting exhibitions, maintaining collection records and helping preserve significant local history for future generations.

What You'll Be Doing:

- Delivering exceptional customer service and creating positive visitor experiences.
- Interpreting exhibits and sharing local history with visitors, schools and community groups.
- Assisting with collection management, cataloguing and digital record keeping.
- Supporting the development and installation of exhibitions and displays.

What We're Looking For:

- Excellent communication and customer service skills
- An interest in local history, museums, heritage or tourism.
- Ability to work independently and as part of a team.
- Strong organisational skills and attention to detail.
- Commitment to workplace safety,confidentiality and security practices.

Why Join Us?

- A competitive salary from $66,000 per annum plus superannuation
- Gain hands-on experience in museum operations, collections management and exhibitions.
- Work in a unique and engaging cultural environment.
- Be part of a supportive and collaborative Council team.
- Help create memorable experiences for visitors of all ages.

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Ready to apply?

In your application, tell us about…

- Why do you want to work at Armidale Regional Council?
- What makes you the best person for the role?
- Your qualifications and experience relevant to the role.

Please include a covering letter and a CV. We also want you to upload a video of yourself (no longer than 3 minutes*) answering the following:

- Briefly introduce yourself,
- If you could travel back in time for one day, where and when would you go?
- If you could add one item to the Armidale Folk Museum's collection, what would it be and why?

*Please note only .mov, .mp4, .wmv, and and avi. files are accepted with a size limit of 50mb.

- **Please note:**
- *Only .mov, .mp4, .wmv, and .avi files are accepted (maximum size 50 MB).You only need to respond to the five application questions (3 written and 2 video). Your resume and cover letter will still be assessed against all Essential Criteria in the Position Description. Please also upload PDF copies of your qualifications, tickets, and/or accreditations.*

For a confidential discussion, call Kate Shannon, Acting Manager Customer Experience on 0476 882 549.

Be part of building something that matters.

Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.

Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click Here.