

Museum and Gallery Assistant

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Heritage and Museums Coordinator / Galleries Coordinator	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 2

Position Purpose

To deliver and support exceptional visitor experiences in galleries and museums that are aligned to Council's Cultural Services vision and strategy.

Key Responsibilities and Outcomes

As a Museum and Gallery Assistant and member of the Cultural Services Department you will:

- Deliver exceptional visitor service that creates memorable experiences.
- Deliver and support gallery and museum programs and events that increase and diversify visitation.
- Support day-to-day operations of the galleries and museums to ensure they are welcoming, safe, clean and engaging destinations.
- Assist in the installation and de-installation of exhibitions and handling of collections.
- Actively contribute to high performing and positive team environments within Heritage and Museums and Galleries Branches, and the broader Cultural Services Department.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Our values:
guiding how we
work and shaping
our future.



Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Strong level of knowledge in visitor experiences in a cultural services environment. • Well-developed skills and experience in delivery of programs and events in a cultural context. • Strong level of experience in self-leadership to support quality service delivery. • Sound level of experience in the day to day operations of a cultural facility, including the installation and de-installation of exhibitions. • Sound level of verbal and written communication skills. • Well-developed people and interpersonal skills supporting the broader Museum and Heritage Team to deliver planned outcomes.

Qualifications
• Current "C" Class Driver's Licence. • Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check).

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.