

Position Description

Visitor Services and Collections Officer - Part-Time 0.6

Level

Contract Position to 30 June 2028

Award: Amusement, Events and Recreation Award 2020

Note: Sunday to Tuesday roster.

Service Team

Education and Community Services – Old Court House Law Museum

Date

Friday, 22 August 2025

The Law Society of Western Australia

Level 4, 160 St Georges Terrace, Perth WA 6000 | **Postal:** PO Box Z5345, Perth WA 6831
Phone: (08) 9324 8600 | **Fax:** (08) 9324 8699 | **Email:** info@lawsocietywa.asn.au | **Website:** lawsocietywa.asn.au

CPD ACTIVE

1. Position Objectives

To facilitate museum visitation and work with the Museum Curator to develop, document, conserve and promote the legal and social history collection at the Old Court House Law Museum.

The position is expected to commit to the *Purpose, Values and Charter of Excellence* of the Society.

2. Key Requirements of the Position

Skills, Knowledge and Experience

- Experience in museum collection management, interpretation, conservation and digitisation;
- Experience in museum visitor services;
- Strong verbal and written communication skills;
- Experienced in working both autonomously and as a member of a multi-disciplinary team;
- Highly developed multi-tasking and time management abilities;
- IT literacy with Microsoft Office suite collaborative document applications and museum database software.

Qualifications and Experience

- Relevant degree/certificate or substantial progress towards and relevant experience;
- Current Working with Children Check.

3. Key Responsibilities

Visitor Services

- Staff Museum;
- Interact positively and proactively assist volunteers and visitors within the Museum;
- Liaise and oversee Museum volunteers; and
- Coordinate and complete museum visitation administrative tasks.

Collection Management

Support the Curator with:

- Day to day management of Collection;
- Day to day management of the collection database;
- Assist with digitisation of the collection; and
- Setting priorities and undertaking provenance and other research as required.

Exhibitions/Displays

In liaison with the Curator:

- Ensure displays are maintained as required.

Conservation

Support the Curator with:

- Preventive conservation procedures including climate and pest control.

Administration and Promotion

- Attend the Old Court House Law Museum Trust Foundation Committee meetings as required and assist the Curator to prepare appropriate reports;
- Attend Education and Community Services Key Stakeholder Committee meetings and Law Society meetings as required and assist the Curator to prepare appropriate reports;
- Work to expand digital audience whilst working with the Curator to maintain the Museum's social media accounts and web pages on the Law Society of Western Australia website;
- Initiate and contribute to promotion of the Museum services generally.

General

- Other relevant activities as directed.

4. Organisational Relationships

Responsible to:	Manager Education and Community Services
Supervision of:	Volunteers
Liaison (Internal):	President Chief Executive Officer Directors Museum Curator Education and Community Services Team members Museum volunteers Old Court House Law Museum Trust Foundation Committee Education and Community Services Key Stakeholders Committee Law Society Staff
Liaison (External):	Includes Supreme Court of Western Australia staff WA Museum and other relevant heritage and museum related professional bodies Government agencies General public/visitors School teachers and students Legal profession Community organisations Contractors

This position requires weekend work and may require occasional out of hours work.

5. Extent of Authority

- Operates under the direction of the Manager Education and Community Services for meeting established performance strategy objectives;
- Works on a day-to-day basis with, and under the supervision of, the Museum Curator and Manager Education and Community Services;
- Accountable for ensuring all work is carried out to a high standard within the required deadline;
- Works within established guidelines, policies and procedures of the Law Society as well as statutory legislation.

6. Selection Criteria

Essential

- Experience in museum collection management, interpretation, conservation and digitisation;
- Experience in museum visitor services;
- Strong verbal and written communication skills;
- Experienced, motivated and committed in working both autonomously and as a member of a multi-disciplinary team;
- Highly developed multi-tasking and time management abilities;
- IT literacy and familiarisation with Microsoft Office suite applications; and
- Weekend availability (Sunday).

Desirable

- Relevant degree/certificate or substantial progress towards;
- Knowledge of Western Australian legal and/or Western Australian social history; and
- Experience with museum database software applications.

Occupant:

Date Appointed:

Prepared by: Manager Education and Community Services

Date Issued:

Supervisor: Museum Curator

Reviewed: Director Strategy & Growth

Approved by: Chief Executive Officer

No of Pages: 4

Reviewed:

Date: 22 August 2025