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## Position Description

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Vacancy Title: **Manager Collections And Exhibitions**

Location: **Suva**

Reports To: **None**

### Objective

This role focuses on research management, publications, exhibition concept and development, and digital strategy. In terms of Collections, the role maintains and protects high professional standards, ensuring the preservation of Fiji's heritage and its contributions to the nation's cultural, social, and economic growth. Additionally, the role is responsible for a forward-facing exhibition program covering a two- to three-year period is developed and approved in alignment with the strategic objectives and goals of the Fiji Museum. The role reports to the Chief Executive Officer (CEO).

### Outcomes

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#### Organisational Stakeholders

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##### 1. Collections & Research Leadership

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- All collections management work, including the object collections, the reference library, and the archives, is overseen.
  - The storage and preservation of the Fiji Museum's collections are supervised, with conservation treatments managed and coordinated.
  - Sponsors and donors are liaised with, and the acquisition process is facilitated.
  - The management and use of Fiji Museum-specific collections management software are monitored.
  - Collections-related components of annual government grant requests are prepared.
  - The Fiji Museum is promoted as a Centre for research excellence, with access to the collections for study, exhibition, and research supervised effectively.
  - Current practices are evaluated, professional standards are maintained, and new practices in collections management and care are developed.
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##### 2. Exhibition Management Concept & Design (Internal & External)

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- The planning and development of exhibition concepts and overarching themes, as well as the management of the process from inception to completion for temporary, semi-permanent, and long-term exhibition programmes, are initiated and overseen.
  - Funding opportunities are evaluated, and collaboration with sponsors is facilitated.
  - The experiences of all communities and demographics, including children, are considered in exhibition development.
  - Exhibition logistics, including communication with sponsors, owners, and lenders; management of incoming and outgoing loan agreements; shipping, receiving, packing, condition reporting, insurance, object security, and environmental conditions, are coordinated and supported.
  - Collaboration with the outsourced Exhibition Design Team and collections officers is facilitated in exhibition preparation, encompassing object research, object and image selection, text development and approval, copyright approvals for images, films, and digital/online content, graphic design and production, and installation.
  - An exhibition maintenance schedule is developed, addressing label checks, lighting and lux levels, cleaning of cases and plinths, paint and finishes, audiovisual screens, and barrier systems.
  - The routine monitoring and cleaning of collections objects on display are supervised.
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##### 3. Organisation's image and value standards demonstrated and promoted

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- Collaborate with other teams in the organisation for the benefit of the organisation
  - Monitor and encourage team members to uphold image and value standards
  - Uphold and demonstrate the organisation's image and values
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#### Product's Stakeholders

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##### 1. Develop Publications

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- Copyright permissions for collections, exhibitions, and archives related to internal and external publication requests, including online, are managed and overseen.
- Publication opportunities arising from unique aspects of the collections, including donations and acquisitions, are developed.
- The published version of the Fiji Museum online database is maintained and monitored.

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Business Performance	Manage the performance of the organisation.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Higher Degree incl. Post Grad Cert or Dip	Art and Design, Arts and Entertainment, Arts in the Social Sciences, Fine Art	
<b>Preferred</b>		
Degree	Art and Design, Arts and Entertainment, Arts in the Social Sciences, Fine Art	

## Work Knowledge and Experience

Must possess over 5 years of experience in relevant fields within the arts and culture sector, expertise is demonstrated in areas such as collections management, exhibition planning, cultural preservation, and research excellence.

## Requirements

### Language Proficiency

Excellent command of both written and spoken English

### Regulatory Compliance Requirements

- Police Clearance
- Medical Clearance

## Other Required Requirements

Museum is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		

Type	Interaction	Comments
	Chief Executive Officer	
	Customer Service Officer	
<b>External</b>		
	Educational Institutions	
	Museum visitors	
	Friends of the Museum	
	TTFB	
	Suppliers	
	Sponsors and Donors	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Empathic	Has the ability to understand somebody else's feelings or difficulties.

### Thinking Styles

Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Imaginative	Generates ideas and images, showing creativity.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Marie Drauna

Contact Email: marie@maxumise.com

Further Contact Information: --

**Closing Date: 24 Apr 2025**