

## Position Description

Vacancy Title: **US Collections Project Interns**

Location: **Suva**

Reports To: **None**

### Objective

This role is responsible for assisting in the delivery of the US funded project that entails research, exhibit preparation, photography and digital archiving , ensuring effective delivery of this project. The role reports to the Project Team Leader.

### Outcomes

#### Organisational Stakeholders

##### 1. Handling of Museum Objects

- Objects of cultural significance are appreciated and safeguarded.
- Careful handling of objects is ensured to prevent damage.
- Objects are packed and unpacked meticulously for transportation and preservation.
- Cultural sensitivity and historical importance of objects are considered
- Ensure conservation principles are practised
- Recording and reporting on condition of artifacts are accurately portrayed

##### 2. Museum Administrative Services delivered

- Ensure that objects are cleaned and preserved.
- Data is accurately and systematically reconciled and entered in a timely manner.
- Ethical awareness is consistently upheld in all tasks and decisions.
- Documents and communications on artifacts are comprehensively researched, documented and reported

##### 3. Photography and Digital Archiving

- Photography is performed with patience and precision.
- Creativity is employed to enhance the quality of visual representation.
- Images must be refined and optimized.
- New software, tools, and systems are efficiently adapted to enhance operations..
- Social media platforms are strategically utilised for engagement and communication.
- Archival records and photographs are digitised accurately and timely to preserve their condition.

##### 4. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

##### 5. Organisation's image and value standards demonstrated and promoted

- 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

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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.

Competence	Description
Commercial Focus	Optimize the commercial viability of the organisation.
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.

#### People

Team Orientation	Work in a team towards a common aim.
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.

#### Professional

Research	Apply formal research methodologies.
Technology Application	Apply technology.

#### Operational

Stock Control	Acquire and monitor stock to meet business needs
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### Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Arts and Entertainment, Arts and Economics, Arts in the Social Sciences	Also included Degree in Anthropology or History

### Work Knowledge and Experience

- Proficient in microsoft word, excel and powerpoint
- Demonstrates adequate level of research skills and reporting - to conduct research on artifacts and historical objects.
- Proficiency in data entry and cataloging software (e.g., PastPerfect, Excel).
- Basic knowledge of museum collections management and familiarity with object handling and conservation practices

### Requirements

#### Language Proficiency

Excellent command of both written and spoken English

### Other Required Requirements

No other required items found.

### Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Management Team	
<b>External</b>		
	Educational Institutions	

### 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.
Innovative	Devises new and creative ways to do things comes up with original ideas.

#### Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
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Team Oriented Enjoys being with others as part of a group or team.

### Thinking Styles

Initiative Takes action and makes decisions without the help or advice of other people.  
Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.  
Imaginative Generates ideas and images, showing creativity.

### How To Apply

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### Contact for Enquiries

Contact Name: Marie Drauna

Contact Email: marie@maxumise.com

Further Contact Information: --

**Closing Date: 16 Apr 2025**