The Ian Potter Museum of Art

Student/Volunteer Position Guide

Position Title: Collection Management – Cylinder Seal Collection, Classics and Archaeology Collection

Supervisor: Steve Martin, Collections and Exhibitions Officer
Helen Arnoldi, Cultural Collections Projects Coordinator

Position Goal: The primary goal of this position will be to catalogue a small collection of British Museum casts of cylinder seals that form part of the teaching collections of the Classics and Archaeology Collections. The catalogue information will subsequently be added to the EMu (Electronic Museum) database which will serve to enhance and expand the collection catalogue.

Background: The Ian Potter Museum of Art houses the University of Melbourne Art Collection. The collection is rich and varied and has major holdings of Australian art in all media from the early nineteenth century to the present, as well as holdings of European art, International indigenous art and classics and archaeology. Numbering 20,000 works, these diverse holdings form the largest university art collection in Australia. The diversity of the University Art Collection allows for constant interpretation. It forms a great resource for the University and its academic programs, as well as for the general public through regularly changing displays and exhibitions.

For more information on the art collections go to http://www.art-museum.unimelb.edu.au/

Responsibilities: This project will involve working with a selection of cylinder seal casts from the British Museum that are part of the Potter’s Classics and Archaeology Teaching Collections. After training in the cataloguing processes, including an introduction to and training session on EMu, the student/volunteer will be required to manually catalogue the seals and then enter this information onto the electronic database. As part of this process, some research and cross referencing with the original cylinder seals held in the British Museum will also be undertaken. From time to time there may also be the opportunity to work on additional collection management duties as deemed appropriate by collections staff.

Qualifications: A basic understanding of collection management principles specific to the documentation of museum objects (progress towards the completion of a degree in Curatorial/Museum Studies and/or previous volunteer experience with an Archive, Museum or Historical Society is desirable).

Knowledge of the correct procedures for the safe handling of objects is required as this position requires the handling and close inspection of artworks.
An interest in Classics and Archaeology would be beneficial.

A methodical, prudent approach with a keen eye for detail is required.

**Training and Supervision:**

On-the-job training specific to the task of this position will be provided.

Occasional meetings with the Cultural Collections Projects Coordinator to review how the project is progressing and discuss any ideas or problems encountered.

**Benefits:**

Opportunity to work at close hand with one of the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through experience gained in collection management procedures and practice.

Satisfaction in working closely with the Cylinder Seal Collection, part of the Ian Potter Museum of Art’s significant holdings and seeing the collection catalogue updated and expanded. The application of collection management principles to the University’s cultural collections is necessary to enhance our long term understanding, management and appreciation of the collections.

For more information on this position please contact:
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