



an agency of the
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
www.nasmus.co.za

| | |
|-------------------------------|----------------------------|
| Incorporating the satellites: | Insluitend die satelliete: |
| Oliewenhuis Art Museum | Oliewenhuis-kunsmuseum |
| Freshford House Museum | Freshford-huismuseum |
| First Raadsaal | Eerste Raadsaal |
| Wagon Museum | Waenhuismuseum |
| Florisbad Research Station | Florisbad-navorsingsstasie |

Job Description: COLLECTIONS MANAGER – OLIEWENHUIS ART MUSEUM (PERMANENT)

Name: Vacant

Supervisor: Curator Oliewenhuis Art Museum

Substitute: N/A

Supervisee/s: Exhibition Assistant

The National Museum, Bloemfontein is seeking to appoint a Collections Manager at Oliewenhuis Art Museum. The incumbent will ensure the proper care and conservation of the Oliewenhuis Art Museum's Permanent Collection and manage all administration relating to it. This includes conducting research on, and archiving any information, pertaining to the Permanent Collection and artists represented.

Requirements: A Master's Degree in Visual Arts. A minimum of 5 years' collections management experience in a museum or institution overseeing a heritage artwork collection. Ability to conduct research and create content. Code 8 Drivers License.

Purpose of the Position

The purpose of this position is to ensure the proper care and conservation of the Oliewenhuis Art Museum Permanent Collection and to manage all administration relating to it. This includes doing research on, and archiving any information, pertaining to the Permanent Collection and artists represented.

Scope:

- Conservation of the Permanent Collection, including maintaining a conservation and housekeeping schedule to ensure high standards of collections care, from acquisition to conservation to display according to accepted ICOM and SAMA standards.
- Be able to do scholarly research on, and archive any information pertaining to the Permanent Collection and artists represented, and disseminate the information through publications, exhibitions and collaboration with the Education Officer and education programmes and activities.
- Manage climate control in all areas housing artworks and manage data loggers and its information.
- Responsible for arranging restoration, mounting and framing of Permanent Collection artworks according to the minimum acceptable standards according to accepted ICOM and SAMA standards.
- Maintain and update the hardcopy database (composes concise description of objects, and records descriptions on file cards and in collection catalogue). Maintain and update the digital database, using Logos Flow.
- Administrate incoming and outgoing loans effectively.
- Stay updated with insurance policies of the National Museum and make arrangements for the insurance of Permanent Collection artworks as well as artworks for temporary exhibitions.
- Stay updated with copyright legislation and manage licenses to reproduce artworks.
- Provide relevant conservation training to all Oliewenhuis Art Museum staff members, including Interns: Art Museum Guides and interns specifically appointed to assist with Collection Management duties.
- Assist Education Officer with managing research library.
- Handle queries related to the Permanent Collection.
- Arrange for photography of artworks in the collection for documentation and publication purposes.



✉ 266, Bloemfontein, 9300
 36 Aliwal Street / Aliwalstraat 36
 South Africa / Suid-Afrika
 ☎ 051 - 4479609 📠 051 - 4476273
 www.nasmus.co.za

| | |
|-------------------------------|----------------------------|
| Incorporating the satellites: | Insluitend die satelliete: |
| Oliewenhuis Art Museum | Oliewenhuis-kunsmuseum |
| Freshford House Museum | Freshford-huismuseum |
| First Raadsaal | Eerste Raadsaal |
| Wagon Museum | Waenhuismuseum |
| Florisbad Research Station | Florisbad-navorsingsstasie |

an agency of the
Department of Sport, Arts and Culture

- Provides scholars and the public access to information about the museum's collection and holdings and may arrange for viewing of the collection.
- Responsible for the following aspects of temporary exhibitions: transport of artworks, insurance, packing and unpacking, completing condition reports and creating labels. Assist exhibiting artist / curator with sales of artworks when necessary.
- Maintain permanent and temporary exhibitions and ensure professional presentation to the public at all times.
- Manage budget relating to conservation, restoration and safety and security of artworks.
- Assist with general administration, projects and events.
- Assist Curator with acquisitions process and Advisory Committee administration.
- Manage local woodcarvers outreach program by selecting and displaying, with labels, their artworks in the foyer of the Main Building. Managing payments to them with assistance from the Administration Department.

| Key Performance Areas |
|---|
| 1. Conservation, curation, and administration of Oliewenhuis Art Museum's Permanent Collection. |
| 2. Do research on, and archive any information, pertaining to the Permanent Collection and artists represented, and disseminate the information through publications, exhibitions, answering queries and giving relevant training to staff members. |
| 3. Responsible for the following aspects of temporary exhibitions: transport of artworks, insurance, packing and unpacking, completing condition reports and creating labels. Assist exhibiting artist / curator with sales of artworks when necessary. |
| 4. Manage local the woodcarvers outreach program by selecting and displaying, with labels, their artworks in the foyer of the Main Building. Managing payments to them with assistance from the Administration Department. |
| 5. Manage budget relating to conservation, restoration and safety and security of artworks and assisting with general administration, research projects and events. |

Knowledge, Skills and Abilities

Qualification:

- Master's Degree in Visual Arts
- Collections Management experience and experience in the conservation of artworks
- Code 8 Drivers License

Experience:

- A minimum of 5 years' collections management and conservation experience in a museum or institution with a heritage artwork collection.
- Experience in collection related administration, such as maintaining a database, administrating loans, arranging transport for artworks and exhibitions and managing budget related to conservation, restoration and safety and security of artworks.
- Experience in disseminating information related to a visual arts.
- Recommended experience in conducting research and publishing content relating to collections would be advantageous.
- Experience in correct handling, packing and transport of artworks and completing condition reports.

Knowledge and skills:

- Knowledge of the conservation of artworks and implementing conservation measures and schedules, including managing climate control.
- Knowledge of conservation and restoration standards according to accepted ICOM and SAMA standards.



an agency of the

Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
www.nasmus.co.za

| | |
|-------------------------------|----------------------------|
| Incorporating the satellites: | Insluitend die satelliete: |
| Oliewenhuis Art Museum | Oliewenhuis-kunsmuseum |
| Freshford House Museum | Freshford-huismuseum |
| First Raadsaal | Eerste Raadsaal |
| Wagon Museum | Waenhuismuseum |
| Florisbad Research Station | Florisbad-navorsingstasie |

- Knowledge of museum ethics.
- Knowledge of and interest in history of art and mediums used in creating artworks.
- Knowledge of conservation framing and knowledge of the right materials to use in mounting and framing of works on paper as to be able have the works framed to museum standards.
- Knowledge of different types of art collections and the handling thereof.
- Knowledge of administrating an art or heritage collection.
- Knowledge of Word and Excel and ability to work on database of artworks.
- Knowledge of the safe and correct handling different art objects.
- Effective communication skills, both written and verbal and the ability to disseminate information relating to a collection.
- Knowledge of requirements for transporting artworks, packing and unpacking artworks and doing condition reports.

Personal Attitudes:

- Willingness to take responsibility for a valuable and irreplaceable heritage art collection and understanding the importance thereof.
- Highly organized and able to create, plan and implement projects, schedules and systems related to KPA's.
- Exceptional attention to detail.
- The ability to work under pressure and adaptable to change.
- Sound organizational and interpersonal skills.

Terms of Contract: Full Time (probationary period applies)

The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

The National Museum reserves the right not to fill an advertised position.

If you meet ALL the stated requirements, kindly e-mail your application to applications@nasmus.co.za, including a covering letter, the application form, a copy of your identification document, copies of qualifications (including your academic record) and a comprehensive CV (including three referees with their contact details).

Applications not meeting the criteria will be disqualified.

Should you not hear from us within 21 days after the closing date, consider your application unsuccessful.

Communication will be limited to the short-listed candidates only.

Short-listed candidates will be subjected to a comprehensive selection process

For telephonic inquiries you can call the HR department on **051 4479609** or
email to applications@nasmus.co.za

The closing date in respect of these positions will be **31 January 2022**
We thank all applicants for their interest.