



## Manager - Cherbourg Historical Precinct

The Cherbourg Historical Precinct Group has a vacancy for a Manager

This role is part time for approximately 30 hours per week, on a fixed term basis initially for a six-month period with the possibility to extend dependent upon ongoing funding arrangements and operational requirements.

Salary: \$40 an hour plus superannuation

**The Ration Shed Museum** is a growing not-for-profit organization operating in Cherbourg, an Aboriginal community in the South Burnett region of Queensland. It is a museum, an educational hub, a community focus point and a cultural centre. Its award winning programs feature permanent displays in the original buildings in the reserve precinct, a changing program of exhibitions and events, an online memory project, a series of documentary films, educational visit packages, a collection management store, an artist workshop, an intergenerational women's craft and yarnning group, an Elders archive group and a shop.

### **Our aims are:**

- to research and tell the stories of Aboriginal peoples living under the Queensland Protection Acts;
- to collect and preserve artifacts, images, documents and stories of the settlement;
- to educate all people, including Cherbourg residents and the children in particular, about this dramatic and often painful history of resilience and survival;
- to engage and inform visitors through exhibitions, displays, events, stories and personal contacts with community Elders and artists;
- to build reconciliation and community connectedness, capacity and pride;
- to be part of the economic growth of Cherbourg and the region

Our management and operational staff is comprised largely of volunteers – Elders and artists and general community members. Our museum is a place where people can learn, heal, build relationships and feel nurtured and inspired. Visitors come from near and far – from Cherbourg itself, from schools in the region, from universities around the country, from towns and cities on organized tours and as casual tourists, including national and international visitors.

The role is to oversee the operations of the Precinct, to ensure its economic health and viability, to maintain high-levels of community engagement and to report to and execute decisions of the Management Committee. She/he will seek to ensure that the operating practices of the Ration Shed are consistent with our workplace culture of respect, co-operative decision-making, community protocols and non-racist, non-sexist attitudes.

**Key responsibilities:**

- Manage the Precinct's operations and programs;
- Enhancing and controlling the organisation's finances, including budgeting, raising funds through grants and other avenues, acquitting grants, maintaining strict accounting and auditing systems, payroll management, banking and financial reporting to the Management Committee;
- Supervising and training staff;
- Initiating and administering new projects;
- Ensuring proper communication flows to and from the Management Committee, including monthly reporting;

**Key requirements:****Essential**

- Experience of successful management or leadership in a public museum, gallery or similar institution in the not-for-profit sector;
- Successful team leadership and project management in an Aboriginal community;
- Proven track record in financial management of a small business or community enterprise;
- Demonstrated interpersonal and communication skills with diverse audiences;
- Knowledge and awareness of the history and culture of Aboriginal peoples in Queensland;
- Excellent written communication, personal work organisational and reporting skills;
- Moderate to high levels of computer skills;
- Experience liaising with the media, government agencies, philanthropic organisations and funding bodies.

**Desirable**

- Proven success in grant writing;
- Proven experience in acquittal writing;
- A Blue Card (or ability to successfully apply );
- A C Class driver's licence;
- A respectful customer relations manner;

Applications should consist of:

- a letter outlining the candidate's suitability and motivation in applying for the post addressing the Essential and Desirable Key Requirements,
- a current resume
- 3 work related referees which include at least one from a recent previous employer and a personal character reference

Please visit our website <http://rationshed.com.au/>

Please send your application by 21 February 2017 and direct any enquiries to:

Ms Sandra Morgan, President  
The Ration Shed Museum,  
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