



HERITAGE ASSISTANT

The POVG is responsible for cataloguing, display and interpretation of heritage items used at the Perth Observatory since 1896. The Heritage team is led by the Heritage Coordinator who advises, trains and directs research, documentation and interpretation of heritage value to the Perth Observatory.

Commitment:

- Time given is at the discretion of the Heritage Coordinator and your availability.
- Flexible hours. Following initial training, work can be done at the POVG or at home.
- Regular communication with the Heritage Coordinator must be maintained.

Responsibilities:

- Explore stories and background on heritage items
- Document findings
- Enter heritage data into Mosaic Data base
- Work on interpretation material as required

Skills:

- Knowledge and confidence in the use of a computer is beneficial. The POVG uses Office 365 and Microsoft Excel.

Optional Responsibilities:

Other tasks as required

