Position title:	Design Content Research Assistant *0.6 FTE Casual.* *May 2011 to July 2011.*	Level: 5 (http://www.hr.unsw.edu.au/services/salaries/casgnsal.html)	
School/Unit:	SAHAE	Faculty/Division:	COFA
Written by:	O.Bolton	Date:	Updated April 2011

JOB PURPOSE
Design and Art Australia Online (DAAO) is a small dynamic team of digital and arts media professionals who are rebuilding the Dictionary of Australian Artists Online, a national database of Australian artists and designers. We work closely with data and artists, curators, art and design historians, and digital creatives. We require an energetic and responsible Design Content Research Assistant with excellent communication skills and great attention to detail to implement a short-term Design content building project.

MAIN DUTIES
• Data entry and data analysis.
• Sub-edit designer biographies from various existing data sources.
• Facilitate content creation from the Australian design research community.
• Cooperate with all health and safety policies and procedures of the University.
• Other duties as required, appropriate to the level of the position.

ENVIRONMENT
Position Context
The Dictionary of Australian Artists Online (DAAO) is a relational (SQL) database currently containing about 8,500 bibliographic entries of Australian Artists (www.daao.org.au/intro/background.html). The DAAO has received an ARC LIEF infrastructure grant to upgrade, refine and extend the database into a new entity, which will be known as Design and Art Australia Online.

Reporting Relationships
Supervisor's title: Research Director, DAAO
Positions reporting to this position: no positions report to this position.

Challenges & Constraints
The project is funded ad hoc through grants and thus a primary purpose of all team roles require thinking strategically about the management and sustainability of the project's data. This entails

thinking about data from both a technical, institutional and social perspective. We work in an emerging area of practice and scholarship and therefore work in an agile and collaborative fashion.

PRINCIPAL ACCOUNTABILITIES
- Implementation of data-quality projects.
- Accurate and organised administration of design project processes.
- Clear and effective communication with team and contributors.

B.   SELECTION CRITERIA
- Relevant tertiary qualification in the area.
- Familiarity with Australian design industry and design history.
- Experience working with databases.
- Experience supporting research collaborations an advantage.
- Ability to work with MS Office suite (proficiency in MS Excel essential).
- High degree of communication and interpersonal skills.
- Ability to work independently and take initiative.
- Cooperate with all health and safety policies and procedures of the University.
- Knowledge of equal opportunity principles.
- Other duties as required, appropriate to the level of the position.