



# URRBRAE HOUSE HISTORIC PRECINCT Mission Statement and Organisation

## Strategic Intent

The Urrbrae House Historic Precinct (UHHP) is part of the University of Adelaide's School of Agriculture, Food and Wine within the Faculty of Sciences, and is the historic heart of the University's Waite Campus.

Urrbrae House is committed to civic engagement and education. It is a historic house museum within the University providing a museum experience to the on-campus community and general public. It provides opportunities for the appreciation, understanding and promotion of the social, scientific and cultural heritage of the University's Waite Campus.

As part of the University of Adelaide, the UHHP supports the intent and strategic goals outlined in the University's Strategic Plan, *Future Making* <https://www.adelaide.edu.au/vco/strategic-plan> Urrbrae House expands the University's intellectual and cultural reach into the local community in South Australia and beyond. The museum enriches the Waite Campus experience through a calendar of social and artistic events, and invites visitors to learn about and enjoy the University's historic built environment, artefacts and beautiful spaces. Through educational activities and historical interpretation, Urrbrae House encourages the development of a publicly spirited and engaged community.

## Museum Purpose and Services

The UHHP is a centre of:

- Heritage and collections that acquires, conserves and interprets movable and built cultural heritage relating to the
  - family and social times of University benefactor Peter Waite (1834-1922)
  - history of the Urrbrae estate and
  - history of the University's Waite Campus.

The UHHP uses museum best practice in collection management and provides access to our collections to researchers and the public.

- Learning and curiosity emphasised by the Museum's focus on education programs (which encompass interactivity and excitement), special events, exhibitions, and tours.
- Engagement through a variety of stimulating public programs and activities, and use of the Museum site as a venue for site-appropriate functions. Community focused events are particularly encouraged.
- Community outreach, generating and sustaining strong relations with stakeholders on the Waite Campus, within the University of Adelaide, the City of Mitcham, the museum community and in the broader world.

## Structure, Reporting Lines and Responsibilities

Organisationally, the Urrbrae House Historic Precinct together with the Waite Arboretum report to the School of Agriculture, Food and Wine within the University.

The Manager, Urrbrae House Historic Precinct reports to the School Business Manager for all operational and financial matters, and to the Head of School of Agriculture, Food and Wine regarding strategic directions.

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Within the museum, the Manager is responsible for

- Strategic development and operational matters including financial and staff management
- Curation of the museum's collections and liaison with the University Library concerning art and heritage collections
- Overseeing the care and conservation of the heritage-listed buildings and historic artefacts within the precinct (*note: the University's Infrastructure Branch has responsibility for major structural restoration and maintenance of the fabric of University buildings*)
- Community engagement which includes all public programming
- Education program development
- Exhibition development
- Volunteer management and supervision
- Site interpretation and historical research
- Policy and procedures development
- Communications including public talks and social media
- Health, Safety and Welfare including Emergency Management and Covid-Safe Planning

The Urrbrae House gardens are jointly managed with the Curator, Waite Arboretum taking primary responsibility for their horticultural development and garden volunteer management while the Manager, Urrbrae House Historic Precinct oversees historical interpretation of the site and event management.

The Manager, Urrbrae House Historic Precinct liaises with the Manager, Special Collections, Archives & Recordkeeping (SpARK).with the University Library concerning the Urrbrae House collections. The Library curates, manages, and preserves the University's special collections and University archives. It has overarching responsibility for collection policy and procedures within the University.

The Manager's position at Urrbrae House is 0.8 full-time equivalent (FTE). The museum has two other part-time staff who report to the Manager:

- Urrbrae House Co-ordinator, 0.7 FTE, responsible for volunteer and event co-ordination, and office administration
- Administrative Assistant, Urrbrae House, 0.45 FTE, responsible for administrative tasks, reception, and website updates and redevelopment.

In 2020 the Urrbrae House has 36 volunteers who take part in seven programs within the museum:

- Tour guiding
- Schools' programs
- Friends of Urrbrae House Committee
- Community events
- Research and Collections assistance
- Flower arranging
- Engineering and Technical (heritage) support

In addition, there are 45 volunteers who work in the Urrbrae House gardens.

The Urrbrae House Historic Precinct receives support from the Friends of Urrbrae House which is an affiliated but separate incorporated association with about 90 members in 2020. The Friends of Urrbrae House Association was formed in 1991 to foster the care of Urrbrae House and the Historic Precinct, and to promote the cultural and social life of the institutions on the Waite Campus of the University of Adelaide. The Manager, Urrbrae House Historic Precinct is an *ex officio* member of the Friends of Urrbrae House Committee.