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| **Cluster** | Planning & Environment |
| **Agency** | Museum of Applied Arts & Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions / Production |
| **Location** | Ultimo |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **ANZSCO Code** | 366513 |
| **PCAT Code** |  |
| **Date of Approval** | September 2018 |
| **Agency Website** | MAAS.museum |

Agency overview

The Museum of Applied Arts and Sciences (MAAS) is an executive agency of the New South Wales State Government. Embodying the best of design ingenuity and innovation, the Museum profiles one of the world’s great collections and is a highly successful interdisciplinary institution that sits at the intersection of the arts, design, science and technology and plays a critical role in supporting the brand and vision of the city.

Access to the Museum’s exceptional collection is a cornerstone of the vision, opening up opportunities for engagement, participation and research. Deepening audience engagement, bringing the collections to life through hands on experiences and offering a variety of pathways through ideas and information is key to the delivery of our programs for people of all ages.

MAAS currently operates three sites, the Powerhouse Museum in Ultimo, Sydney Observatory in Millers Point and Museums Discovery Centre in Castle Hill. In April 2018, the NSW Government announced the largest investment in museum infrastructure in Australia’s history, which will enable MAAS to expand its operations, and will ensure the Museum and its collection remain a critical part of our local and global communities for centuries to come.

A new, world-class flagship MAAS campus will be built in Parramatta, opening in 2023, and the Museums Discovery Centre will be expanded by 35%. Further planning is also underway for cultural spaces at Ultimo, which include a MAAS-led design and fashion museum.

Those joining the MAAS team at this time will be given a career-defining opportunity to work on a project will which will break new ground in the way museums do business.

Primary purpose of the role

Executing knowledge and skills of lighting design and technical expertise to enable museum and gallery spaces to be optimally illuminated whether for guidance and orientation, creating atmosphere or conserving Objects. The Senior Lighting Technician develops and documents all stages of the design and leads the install and deinstall of the Lighting equipment for Exhibitions at MAAS. As result, contributing to the positive visitor experience within our exhibitions and public spaces of the museum.

Key accountabilities

* Deliver and manage the implementation of lighting Design, Installation and Maintenance in Object sensitive areas for Exhibitions at MAAS
* Work and collaborate with the core Exhibition team to design, plan and implement the exhibition lighting of permanent, temporary or touring exhibitions
* Supervise and lead lighting staff and contractors to ensure project delivery within the exhibition deadlines and budgets
* Develop and document all stages of the lighting design process including lighting and basic electrical plans, preliminary design and if required 3D renderings or sketches
* Work in collaboration with Conservation to ensure Lighting Design is meeting international and Australian Museum Conservation Standards
* Provide expert advice about lighting design, lighting levels and equipment
* Ongoing asset maintenance, stocktaking and documentation of Lighting equipment
* Keeping up to date with sustainable practices, their implementation, equipment and new evolving technologies
* Research and provide equipment recommendations for lighting purposes within exhibitions
* Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored and maintained for WH&S risks and hazards and are reviewed regularly
* Awareness of accessibility and considerations in accordance to NCC guidelines

Key challenges

* Understanding and bringing together the different considerations of lighting design in a museum and gallery environment, implementing the Curatorial and Design ambitions with light
* Delivery the highest standard of lighting design and Installation
* Understand the lighting levels required to display various Objects within Conservation guidelines and practices
* Manage strict deadlines and competing time frames and projects
* Respond efficiently to changes or additional demands of the Exhibition as required
* An understanding of required light levels within Conservation practices

Key relationships

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| Who | Why |
| **Internal** |  |
| Workshop Construction Coordinator | Seek guidance and direction regarding work program, provide updates to  |
| Exhibitions Designer and Team | Work collaboratively, provide expert advice, participate in discussions and share information throughout all stages of exhibition design to ensure integrated approach and successful outcomes. |
| Lighting Technician | Provide training, direction and guidance. |
| Exhibitions Coordinator | Receive overall direction and instruction and guidance on Projects from as well as providing updates on key projects, issues and priorities |
| Conservation Team | Seek advice on light levels for individual Objects |
| Media Technologies | Work Collaboratively on Projects |
| Electrical and Mechanical Coordinator | Work Collaboratively on Projects  |
| **External** |  |
| Contract designers, technicians, contractors, consultants and architects Other Cultural Institutions  | Work collaboratively to develop lighting designs, design proposals and give advice on Lighting Installation and Equipment |
| Museum Sector | Liaise with and consult regarding information sharing and specialist advice. |
| MAAS Visitors | Representing MAAS and its activities and policies.  |

# Role dimensions

**Decision making**

This role

* Has some autonomy and is accountable for delivery of all lighting components of Exhibitions across all MAAS sites
* Refers to supervisor for decisions that require a change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
* Plans, leads and organises their work to achieve agreed business objectives and performance criteria.
* Works with team members and monitors progress.
* Submits reports, briefing and other forms of advice with support of their supervisor.
* Sound judgement is required to assess the safety or feasibility of operating equipment in certain situations

**Reporting line**

Workshop Construction Coordinator

## Direct reports

Lighting Technician

## Budget/Expenditure

N/A

Essential requirements

* Qualifications in Lighting Design or relevant work experience with a proven experience in Museum, Art Gallery or Theatrical Lighting and working knowledge of international conservation guidelines and relevant codes of practice relating to the building industry.
* Knowledge of programmes such as Vectorworks, AutoCAD, Word and Excel. The ability to use standard software and learn in house systems is also required.
* Demonstrated ability to articulate, create and direct a high-quality lighting design approach within the Museum to compliment each of our Exhibitions and support our visitor Experience
* Construction White Card
* Drivers licence

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

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| **NSW Public Sector Capability Framework** |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Foundational |
| **Act with Integrity** | **Intermediate** |
| Manage Self | Intermediate |
| Value Diversity | Foundational |
|  | Communicate Effectively | Intermediate |
| **Commit to Customer Service** | **Adept** |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Intermediate |
| **Plan and Prioritise** | **Intermediate** |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |
|  | **Manage and Develop People** | **Intermediate** |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Intermediate |

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| **Occupation / profession specific capabilities** |
| **Capability Set** |  |  |
|  | Lighting Design Skills |  |
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## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Act with Integrity | Intermediate | * Represent the organisation in an honest, ethical and professional way
* Support a culture of integrity and professionalism
* Understand and follow legislation, rules, policies, guidelines and codes of conduct
* Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct
* Recognise and report misconduct, illegal or inappropriate behaviour
* Report and manage apparent conflicts of interest
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| **Relationships**Commit to Customer Service | Adept | * Take responsibility for delivering high quality customer-focused services
* Understand customer perspectives and ensure responsiveness to their needs
* Identify customer service needs and implement solutions
* Find opportunities to co-operate with internal and external parties to improve outcomes for customers
* Maintain relationships with key customers in area of expertise
* Connect and collaborate with relevant stakeholders within the community
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| **Relationships**Work Collaboratively | Adept | * Encourage a culture of recognising the value of collaboration
* Build co-operation and overcome barriers to information sharing and communication across teams/units
* Share lessons learned across teams/units
* Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
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| **Results**Plan and Prioritise | Intermediate | * Understand the team/unit objectives and align operational activities accordingly
* Initiate, and develop team goals and plans and use feedback to inform future planning
* Respond proactively to changing circumstances and adjust plans and schedules when necessary
* Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals
* Accommodate and respond with initiative to changing priorities and operating environments
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| **Results**Think and Solve Problems | Intermediate | * Research and analyse information and make recommendations based on relevant evidence
* Identify issues that may hinder completion of tasks and find appropriate solutions
* Be willing to seek out input from others and share own ideas to achieve best outcomes
* Identify ways to improve systems or processes which are used by the team/unit
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| **Business Enablers**Technology | Intermediate | * Apply computer applications that enable performance of more complex tasks
* Apply practical skills in the use of relevant technology
* Make effective use of records, information and knowledge management functions and systems
* Understand and comply with information and communications security and acceptable use policies
* Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
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| **People Management**Manage and Develop People | Intermediate | * Ensure that roles and responsibilities are clearly communicated
* Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks
* Develop team capability and recognise and develop potential in people
* Be constructive and build on strengths when giving feedback
* Identify and act on opportunities to provide coaching and mentoring
* Recognise performance issues that need to be addressed and work towards resolution of issues
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