Role Description
Senior Post-Production Officer

Cluster	**Department of Enterprise, Investment and Trade**
Department/Agency	**Museum of Applied Arts and Sciences**
Division/Branch/Unit	**Curatorial, Collections and Exhibitions**
Role number	**51003143**
Classification/Grade/Band	**Clerk Grade 5/6**
Senior executive work level standards	**Not Applicable**
ANZSCO Code	**211311**
PCAT Code	**1119192**
Date of Approval	**14 June 2023**
Agency Website	**www.powerhouse.com.au**

Agency overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

The Museum of Applied Arts and Sciences is undertaking landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of Museum's Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities, the renewal of the iconic Powerhouse Museum in Ultimo and digitisation of the Powerhouse collection.

Primary purpose of the role

The CRD Project is part of a wider government project for the creation of a new arts and cultural precinct in western Sydney, and involves the relocation and digitisation of collections currently housed in Ultimo to the Museums Discovery Centre at Castle Hill. The Senior Collection Digitisation Post-Processing Officer (CRD Project) is responsible for workflows around editing, renaming and delivering high quality digital assets using a range of digital editing and file management software. The role balances day to day priorities and is expected to use workflow tools to facilitate post processing images, quality assurance and ingestion of files into the Powerhouse Digital Asset Management System. The role provides expert guidance to the team to ensure digital records are delivered on time and to the required standards. Digital assets produced will deliver electronic access to the collections and support long term preservation of the digital collection.

Key accountabilities

* Day-to-day management of workflows to edit digital imagery created by internal and external photography teams, ensuring that technical specifications, style guides and business targets are met by the post-processing team. Use a range of professional editing software to edit high quality digital images to museum archival standard

- Contribute to project management by liaising with external post-processing vendors, scheduling the post-production team's workload, and reporting against project targets
- Provide expert technical advice on a range of established and emerging digital technologies within digital imaging and post-production. Contribute to the development of workflows and systems to efficiently process and manage high volumes of preservation master and derivative image files in line with established Powerhouse standards and specifications
- Contribute to the continual improvement of the post-production team's capability by communicating industry developments, training staff in systems and workflows, and identifing opportunities to improve existing knowledge
- Ensure best practices are used to maintain quality and compliance with Powerhouse technical and visual identity standards
- Work in an interdisciplinary manner across project teams and Museum initiatives
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health Safety(WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WHS risks and hazards and are reviewed regularly.

Key challenges

- Editing a high volume of images with deep-etched backgrounds efficiently while maintaining best-practices in cultural imaging, attention to detail and accurate digital asset management
- Ensuring digital records from items held in the MAAS collection are edited to meet quality requirements
- Maintaining an awareness of changes in technology relevant to photographic, video and imaging services and the ability to adapt work practices of the post-processing team to improve quality and throughput targets
- Working collaboratively with Museum staff and external vendors who are physically distributed across sites.

Key relationships

Internal

Who	Why
Manager of Collection Operations and Digitisation Projects	• To seek advice, receive overall direction and information • To convey information and discuss project issue
Digital Asset Coordinator	• To seek and provide advice, receive direction and information • Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods
Team Members	• To coordinate workflows and achieve delivery of project targets • To share information, promote teamwork, resolve issues, agree on priorities

External

Who	Why
Vendors, service providers and consultants	• Provide subject matter information to outsourced digitisation projects and photographic assignments
Powerhouse Visitors	• Representing MAAS and its activities and policies
Professional Colleagues	• To share information in areas such as service and technical developments

Role dimensions

Decision making

This role:

- Applies a high level of technical and creative expertise to photography, imaging and video post processing, quality control and the handling of resultant files
- Schedules, negotiates and communicates daily team priorities and the editing and throughput of files to meet specific digitisation project and collection timelines
- Provides training and guidance to post-processing team regarding post-processing techniques, use of software, and workflow prioritisation.
- Seeks guidance from the Digital Asset Coordinator before taking decisions on more complex and/or difficult matters
- Recommends improvements to processing methods and workflows and provides advice to Digital Asset Coordinator and Reference Groups.

Reporting line

- Digital Asset Coordinator

Direct reports

- N/A

Budget/Expenditure

- N/A

Key knowledge and experience

- Relevant technical qualifications and experience covering colour management, editing and processing of digital image files, metadata and familiarity with a wide range of capture and processing software on both Windows and Macintosh platforms
- Sound knowledge and experience using Adobe Creative Cloud Software, including Photoshop, Bridge, Lightroom and Camera Raw
- Demonstrated experience processing high volumes of digital files to set deadlines
- Well-developed manual dexterity with attention to detail and normal colour vision.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
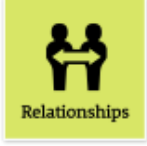
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate

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Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate