

# Role Description

## Creative Producer, Science, Engagement and Events



Cluster	Enterprise, Investment & Trade
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement / Programming
Role number	51001279
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	26 October 2023
Agency Website	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal. The AM acknowledges and pays respect to the Gadigal and Elders past and present, as the custodians of the land, sky and waterways.

The Australian Museum (AM) operates within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

Develop, co-ordinate and deliver the AM's flagship annual science event, the Sydney Science Trail (SST) and its associated activity. SST is a Schools and Community program presented in partnership with the AM and the Botanic Gardens of Sydney (RBG) showcasing the scientific work of both organisations.

Collaborate with partner organisations, science professionals and the AM's internal teams to deliver a range of engaging, best-practice STEM activities for the SST program and Science Expo to encourage and inspire participation in science and raise awareness of contemporary issues in our natural world.

During times of the year when the primary focus is not entirely on the development and delivery of the Sydney Science Trail, this role will be able to contribute up to 50% time to supporting science programming across the broader Public Program offering at the Museum.

## Key accountabilities

- Develop, coordinate, and deliver AM's annual Education and Community program Sydney Science Trail (SST) for National Science Week
- Build a range of innovative and accessible public programs that further understanding of First Nations cultures, natural histories and climate solutions, with appeal to AM audiences
- Research, liaise and engage with science professionals, education practitioners, presenters, artists and talent to remain up to date with contemporary trends, best-practice STEM programming and audience preferences
- Collaborate with internal and external colleagues to develop program partnerships that provide quality presentation opportunities for STEM activity
- Increase the visibility of the SST program by promoting greater engagement with other science organisations, professional researchers and their work, including the Australian Museum Research Institute (AMRI)
- Contribute to the development of grant submissions to secure additional external financial support for SST
- Prepare event management documentation and follow processes which support smooth project delivery, including contracts, schedules, briefing documents. Evaluate and document project outcomes.
- Manage and maintain event and program records, including WH&S records such as risk assessments and Working with Children checks

## Key challenges

- Developing a dynamic, multi-faceted program that does not compromise individual or collective cultural integrity or the Museum's values, and meets the needs of diverse audiences
- Delivering programs on time and within budget, given logistical complexities, funding requirements and resource constraints
- Ability to work on several simultaneous projects and manage competing deadlines

## Key relationships

### Internal

Who	Why
Manager, Public Programs	<ul style="list-style-type: none"> <li>• Consult and liaise regarding the development of Science, Engagement and Events programs; escalate challenges and provide regular updates on program delivery and priorities; seek and receive guidance, direction, and feedback regarding work performance</li> </ul>
Head of Education	<ul style="list-style-type: none"> <li>• Consult and communicate with to ensure program content is aligned with the AM's education strategy</li> </ul>
AMRI staff	<ul style="list-style-type: none"> <li>• Consult and communicate to ensure program content is aligned with AM's science communication strategy</li> </ul>
Creative Producers	<ul style="list-style-type: none"> <li>• Collaborate with colleagues in the delivery of programs</li> </ul>

SST contract staff	<ul style="list-style-type: none"> <li>Collaborate with colleagues to ensure seamless delivery of SST programs and activity</li> </ul>
Marketing and Communications Team	<ul style="list-style-type: none"> <li>Communicate and liaise with to ensure events are marketed and delivered in alignment with the audience development strategy</li> </ul>
Partnership and Development Team	<ul style="list-style-type: none"> <li>Liaise and collaborate with to ensure AM sponsorship and development requirements are aligned when developing science programs</li> </ul>

## External

Who	Why
Botanic Gardens of Sydney	<ul style="list-style-type: none"> <li>Consult and liaise regarding the development and delivery of the annual Sydney Science Trail Education program</li> </ul>
Event Contractors / Suppliers	<ul style="list-style-type: none"> <li>Liaise and communicate with to ensure event logistics and production equipment are operational for seamless event delivery</li> </ul>
External Sponsors	<ul style="list-style-type: none"> <li>In coordination with the Partnerships Sale Manager, liaise with to ensure sponsor requirements are being delivered through the design and implementation of programs</li> </ul>
Speakers, Presenters, Artists and other potential Collaborators	<ul style="list-style-type: none"> <li>Liaise with to remain up to date on contemporary trends and areas of interest for audiences; develop and maintain effective working relationships that can be leveraged to develop program content</li> </ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

### Reporting line

Manager, Public Programs

### Direct reports

Contractors, as needed

### Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

## Key knowledge and experience

- Comprehensive knowledge of the science, science communication and cultural sectors
- Effective relationship management with community, stakeholders and industry
- Experience with event coordination and project management with an ability liaise with a broad range of stakeholders.
- Demonstrated interest, knowledge and understanding in natural history, First Nations cultures, and the environment.

## Essential requirements

- Relevant tertiary qualifications or equivalent experience in Event Management, Science Communication, History, Culture, or Arts
- Availability to work on weekends, public holidays and evenings when required.
- A valid NSW Working with Children Check

## 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.

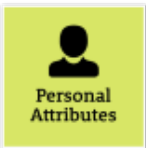

The capabilities are separated into focus capabilities and complementary capabilities

## 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
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback and advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate



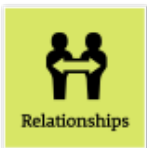
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### **Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

Adept



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### **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



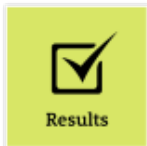
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### **Deliver Results**

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



### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and 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 affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate



### Project Management

Understand and apply effective planning, coordination and control methods






- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans





Intermediate

## 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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate

	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational