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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections and Exhibitions |
| **Location** | All MAAS sites |
| **Classification/Grade/Band** | Curator Grade 1 |
| **Role Number** | Various |
| **ANZSCO Code** | 224212 |
| **PCAT Code** | TBA |
| **Date of Approval** | July 2019 |
| **Agency Website** | https://maas.museum/ |

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 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. 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.

**Primary purpose of the role**

The Curator works collaboratively and within interdisciplinary teams providing curatorial expertise directed towards research, collection development, collection access, exhibition and content development and public and education programs.

# Key accountabilities

1. Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS’ vision, mission and strategic direction.
2. Responsible for researching and developing an innovative program of exhibitions, collection displays, online content, public and education programs and related curatorial projects across all MAAS sites.
3. Contribute to the development, interpretation and documentation of the collection through research and acquisitions in accordance with the Museum’s strategic objectives and publish original material related to MAAS exhibitions, collection and other museum-related activities.
4. Develop, prepare and contribute to exhibition and project documentation, collection policies, monthly reports, budgets, sponsorship, fundraising and acquisition proposals, grant applications and general administration.
5. Establish and maintain a professional network, to build relationships, share knowledge and information, develop business networks and represent MAAS in external forums.
6. Ensure the safety, security, location control and maintenance of objects on display and in storage.
7. 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 WH&S risks and hazards and are reviewed regularly.

Key challenges

* Ensure MAAS is positioned as the leading museum of applied arts and sciences.
* Ensure excellence in exhibitions, programs and projects so that they are framed and delivered in terms of clearly defined and articulated outcomes.
* Work collaboratively with Museum staff who are physically distributed across multiple sites.
* Identify issues adversely impacting on curatorial services and develop and implement strategies to overcome them.
* Identify opportunities to secure external funding/assistance/revenue to support collection focussed programs, exhibitions and projects, developing and maintaining stakeholders and relationships to align to MAAS strategies and business needs.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Curatorial and Senior Curators | * Receives overall direction and guidance from and receives regular updates on key projects, issues and priorities |
| Curatorial, Production & Strategic Collections Teams | * Works collaboratively to ensure an integrated organisation approach to inter-disciplinary initiatives |
| Programs & Engagement Department, Development & External Affairs Team | * Works collaboratively to ensure excellence in collection access and delivery of programs, exhibitions and events |
| **External** |  |
| Curators, researchers, academics | * To ensure excellence in service delivery and maximise opportunities |
| Peers from cultural organisations nationally and internationally  Sponsors, donors, lenders, collectors, experts, MAAS Visitors | * Representing MAAS and its activities and policies * Works collaboratively to engage a range of stakeholders in the Museum’s activities |

# Role dimensions

## Decision making

This role:

* Fully accountable for delivery of curatorial services working with approved plans, budget and quality standards.
* Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
* Works as part of the team to achieve agreed business objectives and performance criteria.
* Submits reports, analysis, briefing and other forms of advice with input from supervisor.

## Reporting line

Senior Curator

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

1. Relevant tertiary qualification, preferably at post graduate level, combined with three to five years curatorial experience in a museum/not-for profit venue and/or as an independent curator.
2. Extensive knowledge in Australian history and two or more of the following fields is essential: technologies, health and medicine, physical sciences, astronomy, engineering, architecture & the built environment; design & decorative arts, fashion, contemporary culture, Indigenous culture and Asian culture.
3. Demonstrated curatorial and research abilities, critical wiring skills and a proven track record of original publication.
4. Demonstrated experience in initiating, developing and executing projects, exhibitions and programs of excellence and engaging diverse audiences.
5. Demonstrated knowledge of multi-disciplinary collections including research, development and policy frameworks.
6. Excellent written and oral communication skills, time-management skills and demonstrated ability to manage projects and effectively prioritise work under pressure.

# 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.

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

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral indicators provide examples of the types of behaviors 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**  Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **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 |
| **Results**  Deliver Results | Adept | Take responsibility for delivering on intended outcomes  Make sure team/unit staff understand expected goals and acknowledge success  Identify resource needs and ensure goals are achieved within budget and deadlines  Identify changed priorities and ensure allocation of resources meets new business needs  Ensure financial implications of changed priorities are explicit and budgeted for  Use own expertise and seek others’ expertise to achieve work outcomes |
| **Results**  Plan and Prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |
| **People Management**  Inspire Direction and Purpose | Intermediate | Assist team to understand organisational direction and explain the reasons behind decisions  Ensure the team/unit objectives lead to the achievement of business outcomes that align with organisational policies  Recognise and acknowledge individual/team performance |

| Occupation specific capability set (Skills Framework for the Information Age – SFIA) | | |
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| **Category and**  **Sub-category** | **Level and**  **Code** | **Level Descriptions** |
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