Role Description
Assistant Curator

POWERHOUSE

Cluster	Department of Enterprise, Investment & Trade
Department/Agency	Museum of Applied Arts Sciences
Division/Branch/Unit	Collection or Exhibition Curatorial
Role number	Various
Classification/Grade/Band	Assistant Curator Grade 2
ANZSCO Code	224212
PCAT Code	1119192
Date of Approval	December 2023
Agency Website	powerhouse.com.au

Agency Overview

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

The Museum of Applied Arts and Sciences is undertaking a landmark renewal program that includes the creation of Powerhouse Parramatta, the most significant cultural infrastructure project since the Sydney Opera House; the expansion of Powerhouse Castle Hill, which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo.

Context

Assistant Curators work multidisciplinary and can be assigned to the Collection Curatorial or Exhibition Curatorial teams. This way of working allows early career curators to develop skills across the breadth of curatorial practice, including Collection management and Exhibition development.

Primary purpose of the role

The Assistant Curator works collaboratively within an interdisciplinary team, providing curatorial and project support for research, collection development, content, exhibition development and administrative outputs for various curatorial disciplines within the Powerhouse Collection or Program Directorates.

Key Accountabilities

- Assist senior curators and curators in an expansive collection development program and liaise with industry and community partners to deliver high-quality collection strategies and initiatives.
- Support the development of curatorial projects in a cross-divisional manner and ensure sustained engagement with local communities.
- Liaise with internal collection teams to ensure the timely delivery of acquisitions and loans to the Museum and its lenders.
- Support Curators by maintaining relationships with internal and external contributors such as volunteers, interns, and colleagues to maintain curatorial integrity when documenting the collection.

NSW GOVERNMENT

- Support team members with specific tasks, ensuring all project documentation meets museum and project reporting standards.
- Assist in preparing acquisition documentation related to collection development and public enquiries.
- Contribute to continuous improvement in collection development and implement and maintain policies, procedures, and processes that support curatorial best practices.

Key challenges

- Understanding strategic priorities across diverse collecting areas and effectively managing workflows to facilitate multiple requests promptly.
- Working collaboratively and remotely with internal and external stakeholders across multiple sites.

Key relationships

Internal

Who	Why
Senior Curator	• Receives overall direction and guidance from and receives regular updates on key projects, issues, and priorities
Curator	• Exchange information, consult, collaborate, support
Program or Collection Directorates	• Works collaboratively to ensure an integrated organisation approach to inter-disciplinary initiatives and to ensure excellence in collection access and delivery of programs, exhibitions, and events
Digital, Exhibitions and Design & Delivery	• Works collaboratively and provides assistance and support for the delivery of key projects, priorities and strategies

External

Who	Why
Community & Industry	Establishes and maintains relationships
	Consults provide and obtain information relevant to the First Nations' collections.
Industry peers	Establish and contribute to effective networks with other public sector, cultural institutions, and museum industry peers.

Role dimensions

Decision making

- The Assistant Curator works as part of a team and operates under the direction of Curators with some degree of autonomy to achieve agreed program objectives and performance outcomes within approved policies, frameworks, and budget. The role shares accountability for the delivery of curatorial services with the Curators.
- The role refers to the Curators for decisions that require a change to priorities or projects or cause undue risk, create substantial precedent, or are outside of delegation limits.

Reporting line

Senior Collection Curator

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated ability to ensure a high internal and external customer service standard.
- Previous experience and an understanding of developing and managing public collections.
- An understanding of copyright and licensing.
- Experience with collection database management systems.

Essential requirements

- Relevant tertiary qualifications.
- Demonstrated expertise in one or more areas of the applied arts and/or sciences.
- Experience in a similar position providing curatorial, exhibition or project support.

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.
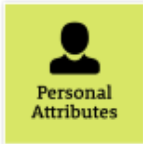
The capabilities are separated into focus capabilities and complementary capabilities

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

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
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
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	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
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	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational