

Role Description

Workshop Preparator



POWERHOUSE

Cluster	Department of Enterprise, Investment & Trade
Agency	Museum of Applied Arts & Sciences
Division/Branch/Unit	Curatorial, Collections & Programs
Location	All MAAS Sites
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	399311
PCAT Code	1229192
Date of Approval	May 2023
Agency Website	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 1881, the museum includes the 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 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 which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of the Museum's Discovery Centre, Castle Hill, which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new access levels.

The primary purpose of the role

Responsible for exhibitions and art commissions in construction, installation, dismantling and maintenance. This includes, but is not limited to, the creation of exhibition furniture, walls, fixtures and props, and the installation and dismantling of museum standard display cabinets and showcases.

Key Accountabilities

- Translate verbal concepts and drawings to make mouldings, show-cases, the object supports, scenic finishes and other specialist exhibition housings developed by the Design team into the final product.
- Fabrication and finishing – including general and Scenic painting techniques, spray-painting of materials from various mediums, including processed particle board, timber, plastics and metal

using various equipment and techniques which complement the design, function and presentation of artefacts for display.

- Liaise with the Lead Preparator, Lead Scenic Painter and Senior Mount maker to work with artists and designers on installations, artworks or commissions as required.
- Share creative and technical experience and advice on materials most suited for use in the fabrication of displays and share knowledge and skills with designers, curators, conservation, and workshop staff to enhance the quality of museum displays.
- Ensure exhibition housings, display stands, and other items are constructed and finished to museum standards to ensure the safety and security of museum collections and the public.
- Participate in installing, dismantling, moving and transporting objects and exhibition-related materials and props.
- Assist with preparing, fabricating, mounting and installing exhibition graphics, signage, text panels and labels.
- Repairs and maintenance of the exhibition structures and circulation spaces

General requirements

- Work interdisciplinary across project teams and Museum initiatives and contributes to conceptualizing and realising Powerhouse's vision, mission and strategic direction.
- 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.
- Actively take part in toolbox talks, safety and site briefings.

Key challenges

- Producing exhibition housings and display stands of superior quality using various media.
- Proposing options regarding the selection of fabrication media, methods and processes. This requires the technical expertise to make such assessments and the ability to communicate ideas.
- Contributing to providing advice and knowledge to designers in the solution to problems of design/construction for exhibition housings and display stands.

Key relationships

Who	Why
Internal	
Workshop staff	<ul style="list-style-type: none"> • Provides advice to other workshop staff in construction methods and techniques.
Lighting Technician	<ul style="list-style-type: none"> • Collaborate with for projects
Exhibition Project Coordinators	<ul style="list-style-type: none"> • Collaborate with for projects
Designers	<ul style="list-style-type: none"> • Collaborate with for projects
External	
Trade Contractors	<ul style="list-style-type: none"> • Assists the Lead Preparator in managing external trade contractors.

Role dimensions

Decision making

- The Lead Preparator provides oversight of this position and any major work priorities.
- The Preparator must decide how best to meet conflicting priorities and short deadlines. The position requires a high level of technical expertise, and the occupant decides the most efficient methods of manufacture.

Reporting line

Lead Preparator

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Key Knowledge and Experience

- Relevant qualifications in metalworking, carpentry, painting, general construction or related fields.
- Extensive knowledge of fabrication techniques, including a working knowledge of the interaction of solvents, thinners, spray paints with wood, metal, and plastics etc.
- Object handling experience.
- Expert knowledge of workshop and carpentry and joinery tools.
- Understanding and practice in safe object handling or willingness to undertake training.
- The position requires superior manual skills in various woodworking, metalworking and related trade areas. The occupant must have the skills to interpret plans and drawings and communicate ideas.

Essential Requirements

- Possession of a certificate from a recognised institution in a relevant trade discipline or proven relevant industry experience is a mandatory requirement.
- A minimum of five years' experience in a workshop environment involving carpentry and joinery and other relevant trades is necessary.
- National police check certificate for employment purposes.

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**.

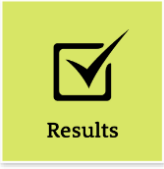

Focus capabilities

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	<ul style="list-style-type: none"> Be willing to develop and apply new skills Show commitment to completing assigned work activities Look for opportunities to learn and develop Reflect on feedback from colleagues and stakeholders 	Foundational
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> 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
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> 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 	Intermediate





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results	<ul style="list-style-type: none"> Use collaboration tools, including digital technologies, to work with others 	Intermediate
	Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> 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 	
	Project Management	<ul style="list-style-type: none"> Understand project goals, steps to be undertaken and expected outcomes Plan and deliver tasks in line with agreed project milestones and timeframes Check progress against agreed milestones and timeframes, and seek help to overcome barriers Participate in planning and provide feedback on progress and potential improvements to project processes 	Foundational

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.

COMPLEMENTARY CAPABILITIES			
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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational