

Role Description

First Nations Curator



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Museums of History NSW
Division/Branch/Unit	Programming, Production and Audience/Curatorial & Research Team
Location	Sydney
Classification/Grade/Band	Curator Grade 1
Role Number	50073796
ANZSCO Code	224212
PCAT Code	1119192
Date of Approval	July 2022
Agency Website	www.mhnswnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the Department of Creative Industries, Tourism, Hospitality and Sport and reports to the NSW Minister for the Arts. MHNSW is administered under the *Museums of History NSW Act 2022*.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Consult and collaborate with First Nations communities, staff, artists and researchers to engage with and facilitate interpretation of MHNSW's collections, sites and stories from First Nations perspectives.

This role is an Aboriginal Identified role for Australian Aboriginal & Torres Strait Islander people only and exemption is claimed under Clause 26 of the Government Sector (General) Rules 2014 and is applicable to Section 21 of the Anti-Discrimination Act 1977, NSW and the recruitment will be undertaken in accordance with Rule 26 of the Government Sector Employment Rules 2014.

Key accountabilities

- Provide services in relation to a suite of identified First Nation curatorial projects, programs and initiatives including new work commissions, collection acquisitions and exhibitions.
- Guided by First Nations cultural protocols, undertake research and develop compelling and informative curatorial content to increase visitor access to, and audience engagement with, MHNSW collections, both on site and online.
- As a core member, participate in the MHNSW Aboriginal Cultural Engagement working group to provide advice and insights that enable planning and continuing development of ongoing community engagement in curatorial work.
- Develop and nurture relationships between MHNSW and First Nations communities to build trust, deepen cultural knowledge and design and deliver joint-initiatives.
- Use a range of contemporary platforms and place-making approaches to engage communities and audiences, and promote scholarship and storytelling in the fields of social, cultural, public and First Nations history.
- Contribute informative, knowledgeable and engaging curatorial insights into MHNSW's collections to assist in securing support from donors and supporters, and engagement with volunteers, members and partners.
- Work with relevant infrastructure and systems to archive, manage and facilitate access to research findings and curatorial insights for internal and external customers.

Key challenges

- Managing a portfolio of projects, initiatives and activities simultaneously while ensuring that curatorial outcomes are delivered in accordance with community expectations and organisational planning and production milestones.
- Keeping abreast of First Nations community networks, First Nations cultural organisations and individuals to help MHNSW work collaboratively with and appropriately represent Sydney and NSW First Nations communities and their history.
- Maintaining effective communication and strong relationships across MHNSW staff to provide guidance and support with First Nations cultural protocols and best practices.

Key relationships

Who	Why
Internal	
Head of Curatorial & Research	<ul style="list-style-type: none">• Receive guidance from in relation to individual work plans and curatorial program priorities and deliverables.• Collaborate with to conceive, plan and develop curatorial opportunities and outcomes across the curatorial service functions.• Provide timely, relevant and helpful advice on all curatorial aspects of MHNSW collections as defined in the primary purpose.• Collaborate with to achieve curatorial performance objectives.
Curatorial Team	<ul style="list-style-type: none">• Collaborate with to conceive and develop curatorial opportunities and outcomes across the curatorial service functions.• Actively participate in team meetings and team development activities.• Support peers to grow their knowledge, skills, networks and practices in the curatorial sphere and as it intersects with community engagement.

Who	Why
Head, First Nations Cultural Engagement and First Nations Advisor	<ul style="list-style-type: none"> • Seek guidance from and contribute to embedding First Nations cultural protocols throughout the work of the division and across MHNSW. • Collaborate with to develop cultural engagement concepts and proposals to inform and guide research, programs, exhibitions and broader interpretive projects and initiatives.
Production & Experience & Learning Teams	<ul style="list-style-type: none"> • Collaborate with to develop and deliver engaging and creative visitor experiences incorporating exhibition, display and place-based platforms. • Develop and supply high quality curatorial content and outcomes to inform the creative development of exhibitions, displays and place-based experiences. • Collaborate with to provide advice and develop curatorial content for programs (education and public). • Develop and supply accurate, informative, knowledgeable and engaging First Nations insights for Learning staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose.
Museum Portfolio Teams	<ul style="list-style-type: none"> • Maintain effective working relationships. • Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for portfolio staff to use in presentations, tours, programs and other forms of interpretation. • Work with to manage resources and increase self-generated income where possible. • Collaborate with to develop and deliver engaging and creative visitor and place-based experiences at properties.
Collections Management, Collections Care and Access Teams	<ul style="list-style-type: none"> • Provide advice to, and develop curatorial recommendations in regards to different conservation, collection and built fabric challenges. • Develop and supply accurate, informative and knowledgeable curatorial and/or community insights and strategies for staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose. • Contribute curatorial content towards the documentation of MHNSW collections. • Provide advice to inform, and support the implementation of, appropriate procedures for collections care, disaster procedures and heritage conservation planning, works and asset management.
Commercial Services Team	<ul style="list-style-type: none"> • Support to enable opportunities for inclusion of First Nations perspectives and content.
Development & Corporate Partnerships Team	<ul style="list-style-type: none"> • Collaborate with to develop and present accurate, informative, knowledgeable and engaging curatorial insights that result in increased support for and engagement with MHNSW.
Audience & Marketing team	<ul style="list-style-type: none"> • Liaise with to ensure audience insights are incorporated into curatorial scoping and content development. • Collaborate with to develop marketing and communications campaigns, and author content for publication to promote exhibitions, collections and stories, curatorial outcomes and practices. • Contribute curatorial content that enriches MHNSW's membership program and increases member engagement with MHNSW.
Staff across MHNSW	<ul style="list-style-type: none"> • Liaise with on curatorial issues and discussions relating to the MHNSW collections as defined in the primary purpose. • Contribute to MHNSW -wide issues and share specialised curatorial knowledge and insights.

Who	Why
	<ul style="list-style-type: none"> • Maintain effective and collaborative working relationships. • Develop and supply informative, knowledgeable and engaging curatorial insights and strategies for staff to use in presentations, tours, programs and other forms of interpretation. • Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose.
SARA	<ul style="list-style-type: none"> • Collaborate with to conceive, plan and develop curatorial opportunities and outcomes that profile the State Archives collection.
External	
First Nations communities, groups and organisations, local government, heritage and history sectors.	<ul style="list-style-type: none"> • Liaise with on issues relating to the curatorial work at MHNSW. • Develop and maintain effective working relationships. • Represent MHNSW as a spokesperson for media interviews as required. • Liaise with to promote and develop scholarship and knowledge of MHNSW's collections as defined in the primary purpose.

Role dimensions

Decision making

This role:

- Takes active ownership of own work with support from MHNSW First Nations staff.
- Prioritises and manages multiple tasks and demands including matters with critical deadlines.
- Develops and fosters efficient lines of communication with key stakeholders.
- Seeks advice and clarification from their supervisor regarding matters that fall outside standard guidelines and practices.
- Is accountable for the delivery of work and projects on time and to expectations in terms of quality deliverables and outcomes.
- Prioritising limited time, staffing and budget resources for managing multiple and diverse projects and tasks.
- Works both as part of a team and autonomously with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.
- Acts as the public face for an organisation, demonstrated through high quality and engaging written and verbal communication skills.
- Understands and can navigate the often complex, operational needs and skills of different teams and functions across MHNSW.

Reporting line

This role reports to the Head of Curatorial & Research

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Applicants must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Australian Aboriginal and/or Torres Strait Islander and accepted in the community.





- Tertiary qualifications related to history and/or communications and/or education or similar fields, and experience working in a cultural and/or community and/or educational organisation.
- Experience in facilitating community engagement with First Nations people and developing responsive and inclusive cultural projects, programs and initiatives in partnership with communities.
- Willingness to work across MHNSW sites and ability to travel to multiple locations.

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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours 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	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals
Manage Self		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Results Deliver Results	Adept	<ul style="list-style-type: none"> 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
Business Enablers Technology	Adept	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> 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

