

Cluster	Department of Enterprise, Trade, and Investment
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Production / Workshop
Location	All MAAS Sites
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	399513
PCAT Code	
Date of Approval	23 January 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, and the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. 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.

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 levels of access.

Primary purpose of the role

The Lighting Assistant supports the Lighting Technicians to install, configure, operate, and maintain lighting equipment to ensure the efficient and effective operation of visitor, program, and event experiences across our venues, theatres, studios, exhibitions, and public spaces.

Key Accountabilities

1. Aid in the installation set up and operation of lighting equipment in exhibition spaces for exhibitions, productions, and events
2. Follow the direction of the Lighting Technicians to read and understand documentation such as lighting plans, patch sheets, cue lists, and other technical documents as required
3. Assist the Lighting Technicians in identifying and problem-solving lighting technical faults
4. Assist with installation, maintenance, updating, and repairing of equipment at all MAAS venues under the direction of the Lighting Technician
5. Ensure technical requirements are delivered safely, making Work, Health, and Safety (WHS) a high priority for all production employees
6. Ensure that all storage and workshop areas are kept clean and tidy.

General Requirements

- Work in an interdisciplinary manner across the technical production teams and Museum initiatives.
- 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 WHS risks and hazards and are reviewed regularly.

Key challenges

- Delivering accurate and consistent work within a high-volume environment

Key relationships

Who	Why
Internal	
Lighting Technician	Escalate issues, provide updates, and clarify instructions
Workshop Team	Participate in meetings, share information, and provide input on issues
Conservation Team	Participate in meetings, share information, and provide input on issues
Media Technologies	Participate in meetings, share information, and provide input on issues
Electrical and Mechanical Coordinator	Respond to queries where possible, or redirect
External	
Contractors	Respond to queries where possible, or redirect

Role dimensions

Decision making

N/A

Reporting line

Lighting Technician

Direct reports

N/A

Budget/Expenditure

N/A

Key Knowledge and Experience

- Some experience working in a museum or gallery setting
- A desire to learn about lighting equipment and operation as well as conservation requirements of Lighting levels.

Essential Requirements

- Construction White Card and Drivers Licence required.
- Physical capacity – This role requires that you have the physical capacity to install lighting equipment which may require climbing ladders, working at heights, operating hand tools, and other related physical tasks.
- Elevated Work Platform license (yellow card) preferred.
- 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 the 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"> Speak at the right pace and volume for diverse audiences Allow others time to speak Listen and ask questions to check understanding Explain things clearly using inclusive language Be aware of own body language and facial expressions Write in a way that is logical and easy to follow Use various communication channels to obtain and share information 	Foundational
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep the team and supervisor informed of work tasks Use appropriate approaches, including digital technologies, to share information and collaborate with others 	Foundational
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek clarification when unsure of work tasks Complete own work tasks under guidance within set budgets, timeframes and standards Take the initiative to progress own work Identify resources needed to complete allocated work tasks 	Foundational

FOCUS CAPABILITIES




Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Ask questions to explore and understand issues and problems • Find and check information needed to complete own work tasks • Identify and inform supervisor of issues that may have an impact on completing tasks • Escalate more complex issues and problems when these are identified • Share ideas about ways to improve work tasks and solve problems • Consider user needs when contributing to solutions and improvements 	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	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 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
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational