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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts & Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions/Production |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Clerk Grade 3/4 |
| **ANZSCO Code** | 399311 |
| **PCAT Code** |  |
| **Date of Approval** | October 2020 |
| **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 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

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

# Key accountabilities

* Translate verbal concepts and drawings in order to make mouldings, show-cases, object supports and other specialist exhibition housings developed by the Design team into the final product.
* Fabrication and finishing – including painting and spray-painting of materials from various medium including processed particle board, timber, plastics and metal using a variety of equipment and techniques which complement the design, function and presentation of artefacts for display.
* Liaise with the Lead Preparator 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 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 the installation, dismantling, movement and transportation of objects and exhibition related materials and props.
* Assist with the preparation, fabrication, mounting and installation of exhibition graphics, signage, text panels and labels.
* Repairs and maintenance, of the exhibition structures and circulation spaces

**General requirements**

* Work in an interdisciplinary manner across project teams and Museum initiatives and contributes to the conceptualisation and realisation of MAAS’ 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

Key challenges

* Producing exhibition housings and display stands of superior quality using various media.
* Proposing options regarding selection of fabrication media, methods and processes. This requires the technical expertise to make such assessments and the ability to communicate ideas.
* Contributing to the provision of 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 | * Provides advice to other workshop staff in construction methods and techniques. |
| Lighting Technician | * Collaborate with for projects |
| Exhibition Project Coordinators | * Collaborate with for projects |
| Designers | * Collaborate with for projects |
| **External** |  |
| Trade Contractors | * Assists the Lead Preparator in managing external trade contractors. |

# Role dimensions

## Decision making

The position is advised by the Lead Preparator of the 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 metal working, carpentry, painting, general construction or related fields.
* Extensive knowledge of fabrication techniques including a working knowledge of the interaction of solvents, thinners, spray paints to 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 a range of woodworking, metal working and related trade areas. The occupant must have the skills to interpret plans and drawings and be able to clearly 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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | * 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 | | * 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 | | * 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 |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | * 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 | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | * 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** |
|  | 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 |
|  | 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 |
|  | 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 |
|  | 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 |