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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Production / Workshop  |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Clerk Grade 3/4 |
| **ANZSCO Code** |  |
| **PCAT Code** |  |
| **Date of Approval** | June 2021 |
| **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**

The Lighting Technician installs, configures, operates and maintains 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. Installation, set up and operation of lighting equipment in exhibition spaces for exhibitions, productions and events.
2. Follow and create documentation such as lighting plans, patch sheets, cue lists and other technical documents as required.
3. Identify and problem solve lighting technical faults.
4. Provide advice and technical evaluations related to electrical requirements for exhibition design, installation, construction, modifications, maintenance and repairs, including running costs, employee and public safety issues.
5. Install, maintain, upgrade and repair electrical plant and equipment at all MAAS venues.
6. Ensure technical requirements are delivered safely, making WHS a high priority for all Production employees.
7. Properly store, clean and maintain equipment and keep all storage and workshop areas clean and tidy.

# General Requirements

* Work in an interdisciplinary manner across project 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**

* Understand the lighting levels required to display various Objects within Conservation guidelines and practices
* Manage strict deadlines and competing time frames and projects
* Respond efficiently to changes or additional demands of the Exhibition as required

**Key relationships**

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| Who | Why |
| **Internal** |  |
| Workshop Construction Coordinator | For direction regarding work  |
| Exhibitions Designer and Team | Work collaboratively, provide technical advice, participate in discussions and share information  |
| Exhibitions Coordinator | Receive overall direction and instruction and guidance on Projects from as well as providing updates on key projects, issues and priorities |
| Conservation Team | Seek advice on light levels for individual Objects |
| Media Technologies | Work Collaboratively on Projects |
| Electrical and Mechanical Coordinator | Work Collaboratively on Projects  |
| **External** |  |
| Contractors | To resolve issues and coordinate the provision of services  |

**Role dimensions**

**Decision making**

This role:

* Accountable for installation of exhibition lighting and ongoing maintenance of electrical plant and equipment
* Refers to Manager for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

**Reporting line**

* Workshop Construction Coordinator

**Direct reports**

* Nil

**Budget/Expenditure**

This role does not have a budgetary delegation.

**Essential Requirements**

* Demonstrated experience in the operations and support lighting and media delivery systems in an exhibition or theatre environment.
* A broad and developed knowledge and understanding of lighting equipment and operation.
* Familiarity with and understanding of relevant computer systems and specialised software. The ability to use standard software and learn in house systems is also required.
* 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 licence (yellow card) preferred.

**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](https://powerhousemuseum.sharepoint.com/sites/humanresourcesteam/Shared%20Documents/Org%20Structure%20%28Establishment%29/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.

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| **NSW Public Sector Capability Framework** |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Foundational |
| Act with Integrity | Foundational |
| **Manage Self** | Intermediate |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | Intermediate |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | Adept |
| Influence and Negotiate | Foundational |
|  | **Deliver Results** | Adept |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | Adept |
| Procurement and Contract Management | Foundational |
| Project Management | Foundational |

**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.

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| **NSW Public Sector Capability Framework** |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Manage Self | Intermediate | * 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
* Maintain own motivation when tasks become difficult
 |
| **Relationships**CommunicateEffectively | Intermediate | * Focus on key points and speak in 'Plain English'
* Clearly explain and present ideas and arguments
* Listen to others when they are speaking and ask appropriate, respectful questions
* Monitor own and others' non-verbal cues and adapt where necessary
* Prepare written material that is well structured and easy to follow by the intended audience
* Communicate routine technical information clearly
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| **Relationships**Work Collaboratively | Adept | * Encourage a culture of recognising the value of collaboration
* Build co-operation and overcome barriers to information sharing and communication across teams/units
* Share lessons learned across teams/units
* Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
 |
| **Results**Deliver Results | Adept | * 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
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| **Results**Think and Solve Problems | Intermediate | * Research and analyse information and make recommendations based on relevant evidence
* Identify issues that may hinder completion of tasks and find appropriate solutions
* Be willing to seek out input from others and share own ideas to achieve best outcomes
* Identify ways to improve systems or processes which are used by the team/unit
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| **Business Enablers**Technology | Adept | * 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
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