

# Role Description

## Exhibition Producer



Cluster	Department of Enterprise, Investment and Trade
Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 7/8
Role Number	50000390 (Ongoing) & 51002652 (Temporary)
ANZSCO Code	511112
PCAT Code	1232292
Date of Approval	May 2022
Agency Website	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

The Australian Museum (AM) operates within the NSW Department of Enterprise, Investment and Trade, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The new AM mission is: *To ignite wonder, inspire debate and drive change.*

The new AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

### About the role

Planning, coordinating and delivering a range of exhibition projects across the Museum to agreed outcomes within time and budget constraints. The role holder will work collaboratively to consider all departmental interdependencies and needs. They will ensure that the project work complies with all codes and regulations, meets collections care requirements and provides a safe and inclusive environment for staff and visitors. This role sits within a small but agile project management team juggling multiple exhibition projects, objectives and deadlines within the Exhibitions branch.

## Key accountabilities

- Plan, schedule and coordinate a range of exhibition refurbishments and new experiences, including vibrant natural science and cultural exhibitions, through the application of approved exhibition development processes and project management principles and methodology.
- Oversee and be responsible for the delivery of concepts, content, design and production through all stages, ensuring stakeholders have input into the project development, understand timelines and constraints, and provide subject-matter expert information or approval as required.
- Prepare project plans/briefs, business cases, risk assessments and progress reports to identify and address issues and ensure the delivery of projects on time and on budget.
- Develop robust RFP/Qs and manage procurement processes in line with NSW government guidelines and AM processes; managing contracts and timing of project delivery in harmony with other activities across the organisation to minimise disruption to Museum visitors, operations and activities.
- Monitor projects to ensure they meet project compliance obligations in relation to all codes and regulations including Work Health and Safety (WH&S), the Building Code of Australia (BCA) and Australian Standards applicable to the construction industry and government requirements as well as international best practices and standards for accessibility & inclusion and sustainability.
- Create and systematically maintain project records ensuring that they are securely filed and accessible, especially records relating to hazardous materials, project plans and drawings, and major incidents.

## Key challenges

- Ensuring all assigned projects in a heritage building are delivered on time and within budget and meet full NSW Government policies and guidelines (for procurement, tendering and documentation) with strict reporting requirements.
- Delivering innovative, sustainable and inclusive visitor experiences that bring together the AM's collections, subject-matter expertise and diverse voices with tight deadlines and competing priorities based upon a rolling schedule of temporary and permanent new exhibitions vying for resources.
- Maintaining maximum availability of facilities to staff and visitors to the Museum while projects are undertaken (often simultaneously) and in accordance with building and safety related regulations and essential requirements for collections care and security.

## Key relationships

Who	Why
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Head of Exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to the Head for the delivery of assigned exhibitions projects or other duties as required.</li> <li>• Provides timely reports and updates or escalates issues and risks to Head.</li> </ul>
<ul style="list-style-type: none"> <li>• Building Services</li> <li>• Project Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Works collaboratively to oversee the conceptual development, preparation and delivery of exhibitions.</li> <li>• Prepares project status reports outlining project status, costing, timeframes, issues and resolution.</li> </ul>

	<ul style="list-style-type: none"> <li>Leads project meetings to report on project status. Provides feedback, information and formal reporting via the Head, to ensure all projects are on track, properly resourced and funded for delivery on time and to budget.</li> <li>Provides clear and effective communication between project teams and leadership, seeking input and approvals, and responding to instructions received.</li> <li>Ensures project teams and other stakeholders or service contractors submit deliverables and content according to scheduled milestones.</li> </ul>
<b>External</b>	
<ul style="list-style-type: none"> <li>External contactors, commercial suppliers and stakeholders who supply services, loaned material and undertake capital works</li> </ul>	<ul style="list-style-type: none"> <li>Works closely with a wide range of contractors and suppliers to ensure that activities and projects are achieved on time and on budget with minimum disruption.</li> <li>Provide detailed scopes of work, briefs and any supporting documentation as part of the coordination, delivery and award of</li> <li>project tenders/quotes or service contracts in accordance with current NSW Government procurement policies and guidelines.</li> <li>Manages and negotiates with external consultants, contractors and suppliers in the provision of goods and specialist services for exhibition contracts.</li> <li>Monitors the provision of services and provides feedback to contractors and suppliers to ensure KPIs and WH&amp;S requirements are met and maintained and work is conducted in accordance with relevant codes and legislation.</li> <li>In partnership with the Head of Exhibitions, negotiates commitments, agreements and direction and balances competing expectations, priorities and agendas with stakeholders.</li> <li>Negotiates and formalises agreements for object loans, images/AV or specialist content with the advice of internal parties to comply with policy and process.</li> </ul>

## Role dimensions

### Decision making

- The role has some autonomy to determine short-to-medium term priorities in accordance with overall directed project plans and schedules, while ensuring that the Head of Exhibitions is informed of project developments and progress.
- Applies discretion and makes decisions about how to respond to issues as they arise with the more complex and/or contentious matters referred to and discussed with the Manager, Exhibitions before acting or responding.
- In consultation with the Head of Exhibitions, makes decisions on project planning and coordination on behalf of the Museum including taking appropriate action when project targets are at risk.

### Reporting line

The role reports directly to the Manager, Exhibitions.

### Direct reports

Nil.

## Budget/Expenditure

Role holder will maintain day-to-day oversight and reporting for assigned project budgets.

## Key knowledge and experience

1. Experience in managing projects of diverse types in cultural venues and an understanding of the processes involved with delivering exhibitions of varying size, with an emphasis on public spaces that have a heritage component featuring high-value cultural and natural science collections.
2. Demonstrated project management skills together with knowledge of and experience in working collaboratively with diverse subject-matter experts responsible for content and design development in a museum program or public space.
3. Excellent working knowledge and understanding of the application of guidelines, Work Health and Safety (WH&S) legislation and regulations; NSW government procurement and tendering processes; and building services and infrastructure, including building codes and standards.
4. Adequate knowledge and experience to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

## Essential requirements

1. Tertiary qualifications in a relevant discipline and/or equivalent Heritage or Arts & Culture industry experience along with a demonstrated understanding of educational and learning principles in museum settings.

## Capabilities for the role

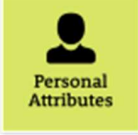
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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.

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths.</li> <li>• Show commitment to achieving challenging goals.</li> <li>• Examine and reflect on own performance.</li> <li>• Seek and respond positively to constructive feedback and guidance.</li> <li>• Demonstrate a high level of personal motivation.</li> </ul>	Adept
	<b>Display resilience</b> Be open and honest, prepared to express your views, and willing to accept and commit to change.	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change.</li> <li>• Offer own opinion and raise challenging issues.</li> <li>• Listen when ideas are challenged and respond in a reasonable way.</li> <li>• Work through challenges.</li> <li>• Stay calm and focused in the face of challenging situations.</li> </ul>	Intermediate
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes.</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success.</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines.</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs.</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for.</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes.</li> </ul>	Adept



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**Think and Solve Problems**

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



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**Finance**

Understand and apply financial processes to achieve value for money and minimise financial risk.

- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending.
- Take account of financial and budget implications, including value for money in planning decisions.
- Present basic financial information to a target audience in an appropriate format.
- Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them.
- Display an awareness of financial risk and exposure and solutions to address these.

Intermediate



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**Project Management**

Understand and apply effective planning, coordination and control methods









- 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.

Adept

## 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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Communicate effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Results	Plan and prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances.	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness.	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate