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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections and Exhibitions |
| **Location** | All MAAS sites |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 224212 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 20 September 2018 |
| **Agency Website** | https://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 the coordination of exhibition and project teams to produce high quality projects and exhibitions within given parameters, schedule and budget. The position is central to communication and problem solving within the exhibition and project teams. The Exhibitions Coordinator may manage specific projects within the program and exhibitions schedule as determined by the Manager Exhibitions.  
Key accountabilities

1. Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS’ vision, mission and strategic direction
2. 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
3. Make recommendations for improvement in procedures, policies and processes in order to mitigate specific potential risks associated with the planning and management of exhibitions, commissions, installations and related projects; develop, implement, monitor and review risk assessments, Job Safety Analysis and Standard Work Procedures in consultation with internal and external stakeholders.
4. Consult with external stakeholders, including cultural institutions, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS exhibition program and collections.
5. Project management and coordination of selected projects, including but not limited to internally developed exhibitions and displays, touring exhibitions, major installations and commissions, visible collection storage, permanent galleries, and event and experiential projects; contribute to related projects in other areas as required.

# Produce and develop project management documentation, contracts and briefs, coordinate, chair and coordinate multi-disciplinary and multi-skilled project teams, and minute project meetings; produce schedules for exhibition preparation, design, fit-out and installation; liaise with stakeholders to develop deadlines; monitor and report on progress and evaluate the project on completion in consultation with key stakeholders.

# In consultation with the Exhibitions Manager, prepare draft exhibition budgets and manage expenses to achieve a balanced budget

# Key challenges

* Ensure MAAS is positioned as the leading museum of applied arts and sciences
* Manage resources effectively to meet strategic, corporate and operational goals of the museum in regard to exhibition activities
* Manage multiple projects and issues effectively to develop and deliver the temporary and permanent exhibition program and related projects
* Ensure commissioning guidelines, financial reporting and milestones, contractual arrangements and performance evaluation reviews are reported on and adhered to.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Production | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Production, Curatorial and Strategic Collections Team | * Provide expert advice, assistance, participate in discussions and decisions to represent Production and share information |
| Exhibition team | * Inspire and motivate team, provide direction and manage performance and ensure an integrated organisation approach |
| Programs and Engagement Division Marketing and Development Team | * Working collaboratively to ensure excellence in delivery of programs, exhibitions and initiatives |
| **External** |  |
| Ministry officers, government departments, auditors, insurers, legal advisors, freight agents, contractors, consultants, technicians, other international, national and state cultural institutions, professional consultants, members of the public and educational institutions | * Contact to provide and gather information; resolve issues and manage the provisions of services to ensure compliance with contracts and service agreements and statutory requirements |

# Role dimensions

## Decision making

* High level of autonomy and is fully accountable for the delivery of programs and services across Exhibitions and Projects, working within approved plans, budget and quality standards
* Refers to Manager Exhibitions 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.
* Plans, leads and organises the work of the exhibitions team to achieve agreed business objectives and performance criteria
* Submits reports, analysis, briefing and other forms of advice in final form with input from supervisor

## Reporting line

Exhibitions Manager

## Direct reports

Occasional temporary staff; contractors; volunteers

## Budget/Expenditure

N/A

Essential requirements

1. Tertiary qualification in an appropriate discipline or experience deemed equivalent (minimum three years)

2. Sound knowledge of the local, national and international cultural/arts industry. A current knowledge of museological practices and the museum/gallery sector is desirable.

3. Extensive knowledge of production methodologies, budgeting, financial and performance management for exhibitions or other visual/performing arts products

4. Demonstrated expertise in the development and delivery of large scale exhibitions and projects or other major visitor experiences in a museum, visitor attraction or entertainment environment

5. Demonstrated negotiation, influencing and problem solving skills, including the proven ability to resolve day-to-day operational issues

6. Knowledge of relevant legal, audit and regulatory requirements, insurance and risk management

7. High level written and oral communication skills; IT literate, analytical and decision making skills; project management

# 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 | | 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  Stay motivated when tasks become difficult | Intermediate |
|  | **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 |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Cooperate across work areas to improve outcomes for customers | 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 |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  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.

| 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 | Intermediate |
| 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 |
|  | Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | 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 | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |