

Role Description

Associate Producer, Exhibitions & Travelling Exhibitions



Cluster	Department of Enterprise, Investment & Trade
Agency	Museums of History NSW
Division/Branch/Unit	Programming, Production & Audience Division/Production & Experience Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 3/4
Role Number	PEX015
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	20 November 2018
Agency Website	www.mhnswnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the NSW Department of Enterprise, Investment and Trade and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

Museums of History NSW is the first cultural institution in the state with history as its core mandate. As a custodian and storyteller, MHNSW is committed to preserving and presenting our state's unique history and bringing its stories to life through diverse voices and viewpoints. We place history before us not behind us, making it immersive, discoverable and relevant through interpretation, exhibitions, public programs and online resources.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Support the travelling exhibition program and the coordination of minor displays to provide administrative support and assistance with the project management of all aspects of the development, production, design, installation and evaluation of nominated interpretation projects and major exhibitions.

Key accountabilities

- Provide project support for temporary and travelling exhibitions to assist with object and graphicselection installation, loans and object handling.
- Support temporary and travelling exhibitions with the development and management of exhibition databases, research, web content and a range of administrative tasks to ensure projects are delivered on time and in budget.
- Provide project support for image management, image and multimedia copyright, permissions and financial administration of exhibitions and displays at agency properties to ensure compliance with relevant processes and budgets.
- Assist with the coordination of exhibitions and displays at agency properties and at tour venues to ensure the effective delivery of exhibitions and interpretation projects.
- Maintain data and image records through the appropriate archiving and software applications to manage, develop and report on exhibitions and museums interpretation projects and record research.
- Use all forms of media and technology to best communicate the agency's sites and stories to the widest possible audience.
- Participate in all exhibitions, travelling exhibitions and temporary installations to meet project outcomes as part of multidisciplinary teams.
- Assist with the development and delivery of projects to allow a greater range of people to learn about and enjoy the agency's interpretations, exhibitions, publications, and sites.

Key challenges

- Supporting and assisting on multiple projects to ensure the effective coordination of concurrent individual projects across the agency's properties within financial constraints and the parameters of policy and legislative requirements.
- Working individually and as part of a team to assess, prioritise and monitor progress on projects to ensure they are reached within budget and schedule.
- Balancing and being sensitive to the particular and often complex operational needs, resourcing and skills of different Portfolio/Teams, dispersed over a number of sites, across the agency.

Key relationships

Who	Why
Internal	
Production Manager	<ul style="list-style-type: none">• Receive guidance in relation to broad project outcomes.• Receive guidance in relation to broad organisational strategic outcomes.• Receive direction on coordinating temporary and travelling exhibitions.
Senior Producer –Travelling Exhibitions	<ul style="list-style-type: none">• Receive guidance in relation to broad project outcomes.• Provide regular updates on projects, issues and priorities.

Who	Why
	<ul style="list-style-type: none"> • Receive direction on coordinating temporary and travelling exhibitions. • Inform and request support if required. • Escalate priority issues when necessary.
Project Teams, Portfolio/Team, staff across the Agency	<ul style="list-style-type: none"> • Maintain effective interaction and cooperation across the agency and within project teams. • Work collaboratively in the development, implementation and evaluation of interpretation projects. • Collaborate with to assist in the development, production and installation of projects at agency properties.
External	
Contractors, artists and other external stakeholders	<ul style="list-style-type: none"> • To address an issues relating to and collaborate on projects. • Consult, liaise and collaborate on projects. • Monitors and oversees aspects of externally contracted work to support delivery of projects. • Collaborate with to assist in the development, production and installation of projects at agency properties.
Cultural and government organisations, community, heritage and historical groups	<ul style="list-style-type: none"> • Consult, liaise and collaborate on projects. • To address any issues relating to projects. • To deliver well-coordinated and creative projects, exhibitions and publications.
Tour venues	<ul style="list-style-type: none"> • Consult, liaise and collaborate on projects. • To address any issues relating to projects.

Role dimensions

Decision making

This role:

- Prioritises own workload in order to meet deadlines and manage daily work in consultation with the supervisor.
- Takes active ownership of own work.
- Provides prompt and relevant information to internal and external stakeholders.
- Is committed to working in team to achieve agreed objectives.
- Maintains efficient lines of communication.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Recognises when to make decisions and ask relevant questions.
- Adheres to project timelines, budgets and briefings set by the supervisor.

Reporting line

This role reports directly to the Senior Producer, Travelling Exhibitions.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Experience working on the development, coordination and installation of travelling exhibitions and displays.
- Experience working across a range of administrative tasks and using computer applications to support projects and teams
- Experience with object handling and care.
- Current NSW driver's licence.





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.

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.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> 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 Communicate Effectively	Intermediate	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Communicate routine technical information clearly Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans