

Role Description

Program Producer (Creative Industries)



POWERHOUSE

Cluster	Department of Enterprise, Investment and Trade
Department/Agency	Museum of Applied Arts & Sciences
Division/Branch/Unit	Programs
Role number	
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	249111
PCAT Code	1326292
Date of Approval	26 May 2023
Agency Website	powerhouse.com.au

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 1881, the museum includes Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. 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.

The Museum of Applied Arts and Sciences is undertaking landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of Museum's Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities, the renewal of the iconic Powerhouse Museum in Ultimo and digitisation of the Powerhouse collection.

Primary purpose of the role

The Program Producer (Creative Industries) provides support and coordination of public programming, co-production, festival, and partnerships programming. Primarily the role is responsible for working collaboratively with teams from across the Museum, advocating for, developing, and delivering programs in collaboration with NSW creative industries, including the creative residents of the museum.

Key accountabilities

- Coordinate activities across programs with NSW creative industries and their integration across the major business initiatives of the organisation; produce and implement an array of innovative collaborations, co-productions, and programs.

- Undertake the management, planning and delivery of creative industries programs including monitoring the quality of these programs and audience satisfaction to ensure the Powerhouse is a leading institution for cultural experiences for audiences.
- Support the proposal, development, implementation, and review of the budget consistent with the Museum's Strategic Plan for the Powerhouse Lates program.
- Report on public programs and income and expenditure to ensure that budgetary guidelines are being adhered to.
- Seek, prepare, and review grant and funding submissions to support program delivery and development and ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
- Ensure the Program team casual staff and volunteers are inducted, trained, and coached. Foster positive working relationships and an inclusive workplace, monitor the performance of casual staff, and support their ongoing professional development.

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

- Initiating and developing stakeholder relationships across creative industries and residencies to align to Powerhouse's strategies and commercial aims.
- Ensure Powerhouse is positioned as the leading museum of applied arts and sciences.
- Working collaboratively with Museum staff across all Powerhouse sites.
- Fostering and encouraging a creative environment and relationships conducive to innovative programming practice.

Key relationships

Internal

Who	Why
Curatorial, Collection Programs Teams	• Collaboratively working with this team to ensure planning and execution of applied science programs
All Programming Staff	• Coordinating activities across the team to ensure planning and execution of programs
Events Team	• To ensure coordinated planning and that setups/pack-downs occur efficiently and safely
Communications Team	• "Joined up" approaches to communicating and marketing the MAAS offers for science programs to audiences
Volunteers Team	• Coordination of recruitment, training and operations

External

Who	Why
Tourism, marketing and program development agencies	<ul style="list-style-type: none"> To ensure maximal profile for Powerhouse public programs and services
Creative Industries	<ul style="list-style-type: none"> Collaborating and coordinating planning and execution of programs
Community Relations Commissions	<ul style="list-style-type: none"> Key stakeholder and supporter of Powerhouse public programs and services

Role dimensions

Decision making

- Has a level of autonomy and is accountable for delivery of specific public programs including Powerhouse Lates, working to develop new relationships and programs.
- Refers to supervisor for decisions that require change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
- Plans and organises the work of the team to achieve agreed business objectives and performance criteria.
- Allocates work to team members and monitors their progress.
- Submits reports, analysis, and briefing with the support of supervisors.
- Maintains working relationships with key stakeholders across the creative industries

Reporting line

- Public Programs Manager

Direct reports

- Casual and Temporary Staff (as required by Program demands)

Budget/Expenditure

- As required relating to the delivery of delegated programs. See the MAAS Delegation Schedule for greater detail.

Essential requirements

- Relevant degree or qualification (or equivalent), or significant program delivery experience in a cultural setting.
- Demonstrated track record in the delivery of public programming, co-production, festival, and partnership programming that meets the needs of audiences and supports creative industries.

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.

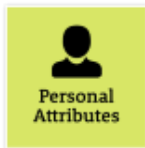
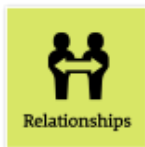
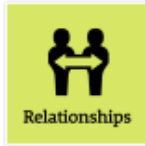
The capabilities are separated into focus capabilities and complementary capabilities

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.

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	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate and maintain a high level of personal motivation	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none">• Encourage a culture that recognises the value of collaboration• Build cooperation and overcome barriers to information sharing and communication across teams and units• Share lessons learned across teams and units• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept

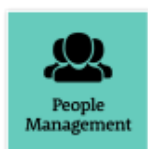


Project Management

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



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others






- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve










Intermediate

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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 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	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	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	Intermediate
	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
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational