Role Description
Photographer

Cluster	Department of Enterprise, Investment and Trade
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Exhibitions/ Strategic Collections/ Conservation
Location	All MAAS Sites
Classification/Grade/Band	Photographer Grade 2
ANZSCO Code	211311
PCAT Code	1119192
Date of Approval	20 February 2023
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 1881, the museum includes the 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 and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new levels of access.

Primary Purpose of Role

This role produces media across photography and videography of varying complexity involving digital, studio and location production. They also post produce and deliver media that is used for a wide range of documentation, online, digital, print and exhibition platforms enhancing our reputation, and ensure they best optimised to deliver on our mission.

Key accountabilities

1. Work cross functionally with a diverse range of staff, to produce content and complete cross-media editorial work; liaise with staff and clients regarding organisation specifications of digital media material for use as part of programs on-site and online.

2. Produce and edit audio visual content to deliver cross platform projects following established standards and templates,

3. Create cross media products for the Museum's digital platforms; produce content for and Participate in the team's production with fast delivery required across the organisation.

4. Undertake digital content asset editing, encoding, format transfer, mastering, formatting and deliverables as well as photo and video camera and sound operation where necessary, across systems and programs and ensure technical quality control of all digital content presentations.

5. Support monitoring digital collecting, archiving and preservation processes and standards.

6. Perform digital asset cataloguing, research archival footage and secure copyright licenses

7. Participate in the ongoing development of organisation wide Media production workflows, produce media n-line with these workflow processes and standards and ensure that production timetables reflect the varying quality of outputs required.

8. Document and test interactive content; collaborate with other team members and stakeholders to develop content plans and ensure that content and message goals meet style, tone, site and brand standards.

9. Meet operational requirements involving new acquisitions and loan photography.

General Requirements

- Contributing to the proposal, development, implementation and review of an annual Business Plan consistent with the Museum's Strategic Plan.
- Ensuring the provision of a high standard of internal and external customer service.
- Foster and encourage a creative environment conducive to innovative and creative practice.
- 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 WH&S risks and hazards and are reviewed regularly

Key challenges

- Ensuring MAAS is positioned as the leading museum of applied arts and sciences
- Working collaboratively with Museum staff who are physically distributed across multiple sites and contribute to an interdisciplinary culture
- Ensuring the provision of a high standard of internal and external customer service.

Key relationships

Who	Why
Internal	
Strategic Collections Team	Collaboratively working with this team to ensure excellence in program and service delivery
Curatorial, Collection & Exhibitions Team	Collaboratively working with this team to ensure excellence in collection documentation and service delivery
Communications Team	"Joined up" approaches to communicating the MAAS offers
External	
Third party producers, content developers and experts	As collaborators in creative media production
MAAS Visitors	Represent MAAS, its activities and policies

Role dimensions

Decision making

This role:

- Has some autonomy and is accountable for delivery of services, working within approved plans, budget and quality standards

- Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create precedent; or are outside of delegation limits.

- Delivers activities to achieve agreed business objectives and performance criteria

- Submits reports, analysis, briefing and other forms of advice with input from supervisor

Reporting line

Conservation Manager

Direct reports

Nil

Budget/Expenditure

This role has no financial delegation

Essential Requirements

- Knowledge of photography, video and multimedia (both digital and analogue) materials and their proper handling, maintenance, repair and storage.

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- Organisational and interpersonal skills are also required including the ability to work co-operatively in a team environment.

- Familiarity with project management principles and a knowledge of EEO, OH&S and cultural diversity principles is required as well as an understanding of basic copyright law and an ability to learn about museum policies. The photographer should also be familiar with risk management concepts and safe handling techniques during photography to ensure the conservation of museum objects and loaned materials.

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

Capability summary

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	Foundational
	Act with Integrity	Intermediate
	Manage Self	**Intermediate**
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Occupation / profession specific capabilities	
Capability Set	
	Driver's License (or willingness to obtain)

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	• 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	• 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
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay 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 • Co-operate across work areas to improve outcomes for customers •

Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	• 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 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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