

Role Description

Manager, Curatorial



Cluster	Department of Enterprise, Investment & Trade
Agency	Museums of History NSW
Division/Branch/Unit	Programming, Production & Audience Division/ Curatorial & Research Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 9/10
Role Number	CUR019
ANZSCO Code	224212
PCAT Code	1119192
Date of Approval	August 2022
Agency Website	www.mhnsw.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

Manage and supervise the Curatorial Team to deliver high quality curatorial services to interpret, promote and develop collections and create informative, compelling and engaging curatorial content that ensures the strategic objectives and business goals of MHNSW are met.

Key accountabilities

- Oversee the of delivery of original, responsive and compelling insights and stories that engage diverse audiences, stakeholders, and communities with MHNSW's collections and the history and identity of NSW.
- Supervise staff to successfully apply a range of established and innovative curatorial methods and practices to ensure that the interpretation of research, collections and stories reflects, connects with and is accessible to audiences and communities across NSW.
- Plan and manage the delivery of curatorial content across a range of produced experiences including exhibitions, publications, public programs, touring exhibitions, learning programs, residencies, artist-led projects and digital and online formats/channels to grow and promote MHNSW's diverse and dynamic audience offer.
- Facilitate MHNSW's scholarship in the fields of social, cultural and public histories to grow the organisation's profile and reputation for excellence, innovation and relevance.
- Enrich organisational knowledge of and public access to MHNSW's collections by providing informative, standardised, and accurate curatorial knowledge for MHNSW's collection records and catalogue.
- Ensure relevant infrastructure and systems are utilised effectively to archive, manage and facilitate access to curatorial insights and knowledge for internal and external customers.
- Coordinate curatorial participation in collection management, conservation, and digitisation initiatives to ensure cross-divisional priorities and functions align and operational objectives are met.
- Prepare, present and/or participate in public engagement activities on-site and off-site to represent MHNSW at special functions, training seminars, tours, talks, conferences and in industry, media donor and member events and initiatives.

Key challenges

- Maintaining and balancing a work program that intersects with and supports a range of short- and long-term projects and initiatives that are taking place simultaneously to ensure outcomes are being met.
- Tailoring the approach towards and resourcing level of curatorial services to meet the needs of different MHNSW project requirements within and beyond the Programming, Production & Audience Division.
- Collaborating with a range of internal teams and external stakeholders to ensure curatorial imperatives and outcomes remain on track through project lifecycles.

Key relationships

Who	Why
Internal	
Head of Curatorial & Research	<ul style="list-style-type: none">• Receive guidance in relation to curatorial projects.
Curatorial Team	<ul style="list-style-type: none">• Guide and collaborate with to conceive and develop curatorial opportunities and outcomes across the curatorial service functions.• Actively lead group meetings and development activities.• Support team to grow their knowledge, skills, networks and practices in the curatorial sphere.
Research Team	<ul style="list-style-type: none">• Collaborate, communicate and share information in order to deliver Curatorial and Research Team outcomes.

Who	Why
	<ul style="list-style-type: none"> Actively participate in team meetings and team development activities. Liaise with in relation to project outcomes. Contribute to and foster working relationships.
Museum Portfolio Teams	<ul style="list-style-type: none"> Provide expert curatorial advice and support on the care and presentation of collections. Maintain effective working relationships. Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for portfolio staff to use in presentations, tours, programs and other forms of interpretation. Work with to manage resources and increase self-generated income where possible. Collaborate with to develop and deliver engaging and creative visitor and place-based experiences at properties.
Collections & Access Services Teams	<ul style="list-style-type: none"> Provide advice to, and develop curatorial recommendations in regards to different conservation, collection and built fabric challenges. Develop and supply accurate, informative and knowledgeable curatorial insights and strategies for Collections & Access Services staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose. Contribute curatorial content towards the documentation of MHNSW's collections. Provide advice to inform, and support the implementation of, appropriate procedures for collections care, disaster procedures and heritage conservation planning, works and asset management.
Commercial Services Team	<ul style="list-style-type: none"> Collaborate with to maximise commercial revenue and provide curatorial advice to guide the upkeep of the properties and collections.
Production & Experience Team	<ul style="list-style-type: none"> Collaborate with to develop curatorial content for programs (education and public). Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for Experience & Learning staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose.
Philanthropy & Corporate Partnerships Team	<ul style="list-style-type: none"> Collaborate with to develop and present accurate, informative, knowledgeable and engaging curatorial insights that result in increased support for and engagement with MHNSW.
Marketing Team	<ul style="list-style-type: none"> Liaise with to ensure audience insights are incorporated into curatorial scoping and content development. Collaborate with to develop marketing and communications campaigns, and author content for publication to promote exhibitions, collections and stories, curatorial outcomes and practices. Contribute curatorial content that enriches MHNSW's membership program and increases member engagement with MHNSW.
Staff across MHNSW	<ul style="list-style-type: none"> Liaise with on curatorial issues and lead discussions relating to the SLM collections as defined in the primary purpose. Contribute directly to MHNSW-wide issues and share specialised curatorial knowledge and insights. Develop effective and collaborative working relationships. Work with to manage resources and increase self-generated income where possible. Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for staff to incorporate into

Who	Why
	<p>presenting complex information about MHNSW's collections as defined in the primary purpose.</p> <ul style="list-style-type: none"> • Collaborate with to conceive, plan and develop curatorial opportunities and outcomes that profile the MHNSW collection.
External	
<p>Cultural organisations, local government, professional associations, community groups, contractors, consultants, heritage and history sectors and other service providers.</p>	<ul style="list-style-type: none"> • Engage with on issues relating to the curatorial work at MHNSW. • Develop and maintain effective working relationships. • Work with media as directed. • Liaise with to promote and develop scholarship and knowledge of MHNSW's collections as defined in the primary purpose.

Role dimensions

Decision making

This role:

- Takes active ownership of own work.
- Prioritises and manages multiple tasks and demands including matters with critical deadlines for self and team.
- Develops and fosters and maintains efficient lines of communication with key stakeholders.
- Seeks advice and clarification from their supervisor regarding matters that fall outside standard guidelines and practices.
- Is accountable for the delivery of work and projects on time and to expectations in terms of quality deliverables and outcomes.
- Prioritising limited time, staffing and budget resources for managing multiple and diverse projects and tasks.
- Works both as part of a team and autonomously with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.
- Acts as the public face for an organisation, demonstrated through high quality and engaging written and verbal communication skills.
- Understands and can navigate the often complex, operational needs and skills of different teams and functions across MHNSW.

Reporting line

This role reports to the Head of Curatorial & Research

Direct reports

Curator x 3

Assistant Curator, Grade 2

Budget/Expenditure

Within financial delegations.

Essential requirements

- Degree qualification in history, cultural studies or similar fields and post graduate qualification in relevant area or equivalent experience.






- Substantial experience in managing an outcomes-driven curatorial team within the galleries, libraries, archives and/or museums sector that creates compelling and informative curatorial content to increase public access to and engagement with collections.
- Willingness to work across MHNSW sites and ability to travel to multiple locations.

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	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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
Manage Self 	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Maintain a high level of personal motivation Take the initiative and act in a decisive way
Communicate Effectively 	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Deliver Results 	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Plan and Prioritise	Adept	<ul style="list-style-type: none"> 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
Project Management 	Adept	<ul style="list-style-type: none"> 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

Group and Capability	Level	Behavioural Indicators
	Adept	<ul style="list-style-type: none"> • 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 <hr/> <ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

Manage and Develop People