Role Description
Curator

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	Curator Grade 1
Role Number	CUR004
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

Provide 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

- Conceive and develop original, responsive and compelling insights and stories to engage audiences, stakeholders, and communities with MHNSW's collections and the history and identity of NSW.
- Apply a range of established and innovative curatorial methods to ensure that the interpretation of research, collections and stories reflects, connects with and is accessible to audiences and communities across NSW.
- Deliver 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.
- Contribute significantly to 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.
- Work with relevant infrastructure and systems to archive, manage and facilitate access to curatorial insights and knowledge for internal and external customers.
- Enrich organisational knowledge of and public access to MHNSW's collections by providing informative and accurate curatorial knowledge for MHNSW's collection records and catalogue.
- Participate in targeted activities and events designed to secure support from donors and supporters, and deepen engagement with volunteers, members and MHNSW partners.
- Contribute to collection management, conservation, and digitisation initiatives to ensure alignment with curatorial and content development priorities.

Key challenges

- Maintaining a balanced work program consisting of a diverse range of curatorial services that variously lead, collaborate, partner and support MHNSW teams and functions to deliver on organisational priorities.
- Managing a portfolio of projects, initiatives and activities simultaneously to ensure curatorial outcomes are delivered in accordance with planning and production milestones.
- Collaborating with a range of internal teams and external stakeholders to ensure curatorial imperatives are developed and maintained through project lifecycles.

Key relationships

Who	Why
Internal	
Manager Curatorial	• Receive guidance from in relation to individual work plans and curatorial program priorities and deliverables. • Collaborate with to conceive, plan and develop curatorial opportunities and outcomes across the curatorial service functions. • Provide timely, relevant and helpful advice on all curatorial aspects of MHNSW collections as defined in the primary purpose. • Collaborate with to achieve curatorial performance objectives.
Curatorial Team	• Collaborate with to conceive and develop curatorial opportunities and outcomes across the curatorial service functions. • Actively participate in group meetings and development activities.

Who	Why
	• Support peers to grow their knowledge, skills, networks and practices in the curatorial sphere.
Research Team	• Collaborate, communicate and share information in order to deliver Curatorial and Research Team outcomes. • Actively participate in team meetings and team development activities.
Museum Portfolio Teams	• Provide 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	• 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	• Collaborate with to maximise commercial revenue and provide curatorial advice to guide the upkeep of the properties and collections.
Production & Experience Team	• 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	• 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	• 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 MHSNW	• Liaise with on curatorial issues and discussions relating to the MHNSW collections as defined in the primary purpose.

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Who	Why
	• Contribute to MHNSW-wide issues and share specialised curatorial knowledge and insights.
	• Maintain effective and collaborative working relationships.
	• Develop and supply informative, knowledgeable and engaging curatorial insights and strategies for staff to use in presentations, tours, programs and other forms of interpretation.
	• Work with to manage resources and increase self-generated income where possible.
State Records Authority NSW	• Collaborate with to conceive, plan and develop curatorial opportunities and outcomes that profile the State Archives collection.
External	
Cultural organisations, local government, community groups, heritage and history sectors.	• Liaise 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.
- Develops and fosters 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 Manager Curatorial.

Direct reports

Nil

Budget/Expenditure

Nil

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Essential requirements

- Degree qualification in history, cultural studies or similar fields and post graduate qualification in relevant area or equivalent experience.
- Experience in conducting research, analysing and communicating information about social/cultural and/or public history, historic buildings, sites and 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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
Business Enablers	Finance	Foundational
	Technology	**Adept**
	Procurement and Contract Management	Foundational
	Project Management	**Adept**

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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	Adept	• 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 a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Work Collaboratively	Adept	• 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
Results Deliver Results	Adept	• 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
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

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Group and Capability	Level	Behavioural Indicators
		• 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
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

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