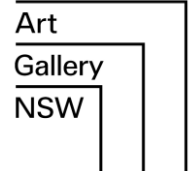


Role Description

Public Programs Producer



Division/Branch/Unit	Public Engagement/Learning & Participation/Learning
Location	Art Gallery Road
Classification/Grade/Band	Clerk Grade 5-6
Kind of Employment	Ongoing
ANZSCO Code	212112
Role Number	51000759
PCAT Code	1119192
Updated	October 2024
Agency Website	https://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Enterprise, Investment and Trade. The Gallery, comprising 2 distinct buildings and an Art Garden, is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

Primary purpose of the role

Develop and deliver expanded programming and interpretative content for the Art Gallery's Creative Learning Art Pathways program that supports the Art Gallery's strategic plan of connecting with existing and potential audiences more effectively.

Key accountabilities

- Deliver dynamic, innovative and interpretive creative learning content and programs across the curriculum for Visual Arts and other Key Learning Areas for diverse learning audiences including people with specific needs in order to increase audience engagement.
- In consultation with the Creative Learning Manager, create an annual program plan for the delivery of a range of learning experiences, including the Art Pathways program, which increase and extend audience engagement with the AGNSW's collection and exhibitions.
- Research, create, develop and implement innovative, rigorous and experimental learning events and resources which engage audiences with art and ideas.

- Write engaging interpretive content relevant for education audiences, compelling funding reports and effective marketing copy.
- Publicly present floor talks, lectures and introductions to students and teachers.
- Create and foster collaborative partnerships and relationships with cultural, community and educational institutions, and other relevant partners, to deliver creative learning engagement opportunities that connect the Gallery strongly into the cultural life of the State.
- Coordinate the financial administration of programs such as MyWorkZone processing and coordinate casual staff and contractors.
- Contribute to continuous improvement by evaluating, monitoring and reporting on the success of programs.

Key challenges

- Deliver effective outcomes on limited resources, fiscal constraints and with competing time and resource demands.

Key relationships

Who	Why
Internal	
Creative Learning Manager	Escalate issues, propose solutions and provide updates Seek guidance, direction, gain support
Creative Learning, Engagement and Touring Department	Collaborate to complete development, scheduling and delivery for effective outcomes.
Marketing and Communications Team	Collaborate, connect programs with audiences, help and support.
Visitor Services, Building Services and Activation and Learning.	Ensure effective delivery of programs by maintaining clear communication.
Curatorial and Exhibitions teams	Collaborate on programming, planning and implementation including content planning and delivery.
Internal Partners such as Fresh (caterers).	Coordinate catering for programs.
External	
City and state-wide cultural and education partners such as NSW schools and art centres	Develop ideas and collaborate with other similar staff, resource sharing, delivery of interconnected cultural learning projects and programs.
Artists, academics, partners, suppliers and collaborators.	Collaborate to deliver effective programming content and coordinate their services.

Role dimensions

Decision making

- Set priorities, schedules and deadlines and make day-to-day planning decisions to achieve outcomes.

Reporting line

Creative Learning Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. Appropriate tertiary qualification and/or relevant, equivalent professional experience in the field of education
2. Experience in devising and delivering programs in a Gallery or Museum context or equivalent, which engage diverse learning audiences with art coupled with proven ability to set program objectives and reach targets on time and within budget.
3. Excellent working knowledge of art history in an educational context.
4. Strong administration skills
5. Working with children check.
6. Current Driver's licence (desirable)

Inherent requirements

Physical Inherent requirements (PIR)

- The ability to communicate and converse with staff and visitors in a face to face manner.
- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.
- Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes.
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity.

Behavioural Inherent requirements (BIR)

- Behavioural stability and maturity is required to function, and adapt effectively and sensitively to a range of situations involving a broad diversity of people and a variety of communication and information sources.
- Behavioural stability and maturity to work constructively in a diverse and changing public institution environment, exhibiting an ability to multitask and manage a range of stakeholders.
- Capacity to regulate and manage emotions, compartmentalising personal feelings regarding challenging situations and material with maintaining appropriate and professional behaviour at all times.

- Ability to understand and manage own emotional state in order to be able to develop and maintain appropriate relationships with a diverse range of staff and maintain positive public engagement by providing information and assistance by a variety of means.
- Behavioural stability and maturity is required to work individually and in teams in changing environments. May be exposed to sensitive communications and/or situations with staff and/or members of the public and will be required to disassociate personal feelings in order to manage these situations objectively and professionally.

Quality & Risk





- Be proactive in risk identification, notification and management.
- Comply with the Art Gallery's Work, Health and Safety related policies and procedures.
- Participate in quality improvement activities.

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

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	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	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 Value Diversity	Intermediate	<ul style="list-style-type: none"> Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints Seek input from others who may have different perspectives and needs Adapt well in diverse environments
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> 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
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> 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 Deliver Results	Intermediate	<ul style="list-style-type: none"> 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 Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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 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